

Job Title: Accounts Payable Administrator
Department: Finance
Reports to: Finance Manager

JOB SUMMARY:

The Accounts Payable Administrator is a full-time staff position responsible for processing weekly payable checks, administering payroll, managing billable accounts, and supporting the ministry of Covenant Church. This position is an integral part of the finance staff with great responsibilities and reports to the Finance Manager.

DUTIES & RESPONSIBILITIES:

Processes Weekly Payable Checks

- Reviews thoroughly all accounts payable invoices, check requests, bills, and reimbursements received for accuracy and proper approval.
- Communicates effectively with staff and/or vendors to address discrepancies, missing or inaccurate information, or clarification in order to process requests.
- Reviews all credit card reconciliations to ensure proper documentation and approvals prior to entering the transaction in the financial database.
- Administers all accounts payable checks and wires for Covenant Church, Covenant Preschool & Kindergarten, and supported non-profit organizations: Connect Community Center & Ministry of Hope.
- Prepares all accounts payable checks for mailing/distribution.

Administers Payroll & Personnel Benefits

- Establishes, updates, and maintains employees and information in payroll system.
- Communicates effectively with staff to ensure time sheets are submitted, staff payroll inquiries are sufficiently answered, and consults with Finance Manager and Executive Pastor concerning any issues, discrepancies, or changes to payroll.
- Processes payroll semi-monthly for Covenant Church and Covenant Preschool & Kindergarten.
- Processes IRA and HSA payments

Supports the Ministry of Covenant Church

- Resources the Finance Team by thoroughly recording and distributing minutes of the monthly meeting and other administrative duties.
- Prepares reports for leadership teams, staff, and departments as requested.
- Supplies account balances for select personnel benefits.

SKILLS/QUALIFICATIONS:

- Demonstrate an ongoing relationship with Jesus Christ.
- Maintain confidentiality and respect for all people.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to work in a highly-collaborative environment.
- Ability to prioritize and multi-task.
- Demonstrates excellent written and verbal communication skills.
- Demonstrates discipline in approach to work and work ethic.
- Ability to independently problem solve and troubleshoot issues.
- Excellent organizational skills and attention to detail.
- Relevant experience (minimum of 2-3 years) in accounts payable or accounting

To apply: **covenant.cc/jobs** -or- send resumes to **employment@covenant.cc**