



**COMMUNITY CHURCH**

<b>Job Title:</b>	<b>ACCOUNTS PAYABLE SPECIALIST</b>	<b>Job Category:</b>	Exempt
<b>Location:</b>	Central Services	<b>Travel Required:</b>	No
<b>Reports to:</b>	Director of Finance	<b>Position Type:</b>	Full Time; \$37K-\$40K Pay Range

**Job Summary:** The Accounts Payable Specialist is a member of the Central Services team and responsible for accounts payable activities in support of all locations of New Life Community Church.

**Job Duties:**

- Manage accounts payable in support of all New Life locations, using accounting software and other programs. Respond to all AP inquiries.
- Review all invoices for appropriate documentation (purchase orders, prices, terms of payment and other charges) and approval prior to payments.
- Process due invoices for payments ensuring that bills are paid in a timely and accurate manner while adhering to departmental procedures. Post invoices into the accounting system.
- Generate expense and reimbursement checks; obtain appropriate signatures; distribute signed checks as required.
- Handle accounts payable for additional New Life entities and vendors including New Life Properties, NFP and New Life Cities International.
- Establish and maintain relationships with new and existing vendors.
- Research vendor statements, respond to vendor inquiries, and resolve discrepancies. Report any unusual billing procedures.
- Responsible for management of corporate credit card procedures and oversight of the expense reporting system. Train users on expense reporting software; assist users with credit card questions/issues.
- Train Office Managers on Accounts Payable procedures.
- Responsible for monthly reconciliation of petty cash.
- Generate year-end 1099s.
- Track all AP-related statistics and generate reports as needed for Pastoral and Leadership teams. Maintain accounts payable reports, spreadsheets, and files.
- Manage corporate wireless phone account and assist users with upgrades, questions, and issues.
- Provide support for the annual financial audit.
- Assist in month-end closing of finance activities.
- Prepare analysis of accounts as required.
- Manage electronic filing system; perform all other filing and copying as required.
- Analyze workflow processes and make recommendations for improvements.

**Skills/Qualifications:**

- A demonstrated Christian faith commitment.
- Associate degree in accounting or minimum of 3 years of experience in accounting.
- Expert level knowledge of MS Excel and Word.
- Demonstrated proficiency with general ledger systems such as Sage Intacct, QuickBooks, or other accounting tools.
- Experience with accounting trends for non-profits or churches is a plus.
- Attention to detail and precision in account reconciliation and report generation.
- A commitment to confidentiality regarding all account records, both of the church and staff, and the members.
- Excellent written and verbal communication skills.
- Spanish speaking required.

<b>Reviewed/Approved By:</b>	Isabel Gil	<b>Date:</b>	4/29/21
<b>Last Updated By:</b>	Irene Vasquez	<b>Date:</b>	4/29/21

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