

Responsible to: *Executive Pastor/Finance Director*

Status: *Full Time*

General Position Overview:

This position is responsible for maintaining the Accounts Payable Processing System; ensure all expenses are accurately recorded and properly documented; maintain and document relationship with all vendors, contractors and employees; assist with the monthly and annual close of books and records

Ministry Responsibilities:

- Maintain WACC's Accounts Payable System in accordance with conventional non-profit accounting practices.
- Maintain vendor permanent file and ensure required documentation (e.g., W-9) is current and in compliance with all applicable tax requirements
- Ensure the accurate and timely recording, documenting, and posting of Accounts payable transactions and checks
- Complete data entry to ensure all accounts payable invoices, credit card transactions and check requests are recorded in compliance with church policies, applicable laws and regulations, and sound internal control.
- Train all WACC employees and volunteers on WACC Expense Reimbursement policies and procedures; and ensure all expense reimbursement and check requests are complete in every respect prior to submission.
- Ensure IRS Form 1099 is prepared for all appropriate vendors at year end.
- Prepare and provide to the Finance Director monthly reconciliations of Accounts Payable including proposed general journal entries and supporting documentation.
- Prepare weekly and monthly cash requirements reports and reconciliations and submit to Finance Director for review
- Assist with documentation for the independent audit and assist the independent auditor as necessary.
- Provide Accounts Payable support to Missions Department.
- Perform other duties and special projects as requested by the Finance Director.

Qualifications:

- Strong personal relationship with Jesus Christ as evidenced by spiritual maturity and a close daily walk with Him, including a vision for the area of your ministry consistent with our mission statement.
- Be committed to the theological stance of the WACC, Converge Worldwide and supportive of the ministry of the Southwest District.
- Ability to effectively interact with staff regarding areas of responsibility
- Must have strong communication skills and experience working effectively with management.
- Knowledge of accrual accounting principles, applicable best practices, and related tax laws.
- Strong computer and time management skills and able to work independently and with a team.

Working Church Staff and Volunteer Relationships:

- Works well with Volunteers and Staff
- Report directly to the *Executive Pastor/Finance Director*
- Be informed of and function within the guidelines outlined in the WACC Policy and Personnel Manuals

Benefits and Compensation:

- Salary and benefits will be reconsidered each year by the Salary Review Team.
- Insurance coverage, retirement, vacation, medical and other benefits are described and detailed in the WACC Personnel Policy Manual.
- This is a *full time 32 hour per week*) paid position.