

**Responsible to:** Director of Finance

**Status:** Part Time, Hourly

**General Position Overview:**

The Accounts Payable Clerk is responsible to maintain the Accounts Payable processing system; ensure all expenses are accurately recorded and properly documented; maintain and document relationships with all vendors, contractors and employees; assist with the monthly and annual close of books and records.

**Ministry Responsibilities:**

- Maintain WACC's Accounts Payable processing 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
- Ensure IRS Form 1099 is prepared for all appropriate vendors at year-end
- Prepare and provide to the Director of Finance monthly reconciliations of Accounts Payable including proposed general journal entries and supporting documentation
- Prepare cash requirement reports and reconciliations and submit to Director of Finance for review
- Assist with documentation for the audit as necessary
- Perform other duties and special projects as requested by the Director of Finance

**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



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**JOB DESCRIPTION:**  
***Accounts Payable Clerk***

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- Knowledge of accrual accounting principles, applicable best practices, and related tax laws
- Strong computer, Excel 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 Director of Finance
- Participate in meetings, worship services, retreats and conferences as requested by Supervisor and/or the Senior Pastor
- Be informed of and function within the guidelines outlined in the WACC Employee Handbook.
- Participate in Senior Pastor designated “all-in” church wide events (i.e.: Easter, Christmas, VBS, etc.).
- Be actively involved in WACC church life (i.e.: attend Sunday services, participate in a Grow group, and/or volunteer in its ministries).

**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 Employee Handbook
- This is a part time 24 hour per week paid position

I have read and agree to carry out the responsibilities, programs, and policies to the best of my abilities:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Approval: \_\_\_\_\_ Date: \_\_\_\_\_