



JOB DESCRIPTION

POSITION TITLE: Accounts Payable Clerk

DEPARTMENT: Administration

SUPERVISOR: Chief Financial Officer

JOB DESCRIPTION

Urshan is an educational campus that houses both Urshan College and Urshan Graduate School of Theology. Owned and operated by the United Pentecostal Church International, Urshan is a religious institution that trains men and women for service in the church and to the world.

Under the direction of the Chief Financial Officer (CFO) the Accounts Payable Clerk performs daily functions related to accounting for financial transactions and assists with business office functions as needed.

DUTIES AND RESPONSIBILITIES

- Enter all expenditures, including purchase orders, invoices, statements, reimbursement forms, etc.
- Reconcile credit card statements.
- Maintain vendor records.
- Provide accurate and effective document preparation and records management relative to the AP function in accordance with records retention policies and procedures.
- Pays reimbursement forms, invoices and purchase orders in a timely manner.
- Obtain and maintain W-9 forms for all vendors.
- Issue 1099s for vendors .
- Preparing analyses of accounts and producing monthly reports.
- Assist in Audit reports.
- Protect organizational values by keeping information confidential.
- Continue to improve the payment process.
- Purchase all items for all three Urshan entities.
- Corroborate with CFO on purchase orders.
- Ensure all purchase orders are filled out correctly and for the correct entity.
- Update POs with correct purchase prices
- Make sure all POs properly integrated into QuickBooks Online (QBO) then convert them to a bill or close the purchase order in QBO if a bill is not necessary.
- Run to the store for purchases as necessary.
- Maintain all purchasing accounts.
- Process all reimbursement requests and enter into QBO.

QUALIFICATIONS

- Associate's degree in accounting or Associate's degree in business with accounting courses; supplemented with related experience and aptitude for accounting.

- Proficiency in use of computer software and databases (Microsoft Office & QuickBooks).
- Ability to analyze and interpret vendor reports, documents, and statistical data.
- Organizational skills.
- Interpersonal/human relations skills.
- Excellent verbal and written communication skills.
- Ability to maintain confidentiality.

WORK HOURS

- 8:00 am to 5:00 pm, Monday to Friday.
- Pay range based on experience.