



Job Title:

**Accounts Payable**

One Line Job Description:

Responsible for processing and recording expenses and maintaining related accounts records

Reports to:

CFO

Responsibilities:

- Reviews invoices from vendors and others for needed information and enters information into the financial system (ACS) on a batched basis
- Based on approved purchase orders, generates checks and secures signatures
- Processes and mails checks, filing source documents as needed
- Forecasts near term cash availability for accounts payable, rent and payroll and provides information to executive management
- Reconciles accounts payable details to the general ledger balance
- As needed, assists in the processing of tithes and offerings
- Occasionally takes bank deposits to bank
- Monitors credit card balances and associated activity of those with RLC credit cards. Makes payments on credit cards as needed
- Sends monthly credit card transaction to credit card holders to reconcile reports submitted each month
- Once credit card holders have completed reports, processes and records credit card activity
- Reconciles credit card balances to the general ledger balance
- Prepares and files quarterly returns for sales tax and use tax
- Prepares Form 1099's annually
- Distributes cash from petty cash as requested
- Conducts monthly reconciliation and processes reimbursement for petty cash
- Works collaboratively with Accounts Receivable to help maintain the ongoing smooth functioning of the Finance Department
- Any additional duties as requested

Work Schedule:

Monday –Friday

15 - 20 hours/week

Part-time, Non-exempt