



## **Administrative & Accounts Payable Coordinator**

### **Job Description**

**Details:** Part-time, 20–25 hours per week

**Accountable to:** Church Office Manager

**Purpose:** To serve the church by providing accurate accounting and business records, coordinating facility schedules and access, and supporting congregational events and gatherings.

### **Primary Duties and Responsibilities**

#### **Accounts Payable and Financial Support**

- Maintain accurate financial records and assist with accounts payable processes.
- Process accounts payable, including invoices, payments, reimbursements, ACH payments, and online payments.
- Communicate with vendors, staff, and ministry leaders regarding invoices, payments, and documentation
- Assist the Accountant with financial records, reports, and other related tasks as assigned.

#### **Administrative and Facilities Support**

- Maintain facilities calendar and manage facility access and permissions.
- Coordinate facility rentals / reservations and expectations.
- Schedule facility vehicles and maintain the approved driver list for the insurance company.
- Coordinate arrangements for church-wide dinners and events.
- Perform background checks on volunteers.
- Provide backup support for the receptionist when needed.
- Cooperate with the Accountant, Office Manager, and Executive Director by performing other duties as assigned.

#### **Skills Required**

- Experience with Microsoft Office, including Word, Excel, and QuickBooks (desired, not required)
- Ability and willingness to learn new software programs as needed
- Strong attention to detail
- Strong organizational skills
- Clear and professional communication skills
- Ability to work cooperatively with staff, volunteers, vendors, and ministry leaders.
- Ability to maintain confidentiality regarding financial records, personnel information, and congregational matters.