

**BETHANY COMMUNITY CHURCH  
JOB DESCRIPTION**

**Accounts Payable Coordinator**

**Summary:** To assist the Finance department in processing accounts payable and expense reporting  
**Location:** Central Services/Finance- works out of BCC Green Lake Office  
**Reports to:** Finance Director  
**FLSA Status:** Non-exempt, PT

**KEY RESPONSIBILITIES**

- Process and pay vendor invoices, ensuring proper approval
- Manage electronic receipt reporting process for staff credit cards
- Manage unclaimed property reporting
- 1099 and L&I reporting
- Performs other duties as situation requires or as assigned by supervisor

**POSITION QUALIFICATIONS**

- Experience processing Accounts Payable
- Experience and knowledge of computerized accounting systems
- Proficient attention to details and accuracy of data input
- Exceptional organizational skills
- Trustworthiness in processing confidential information
- Excellent communication skills
- Knowledge in Microsoft Excel and Word
- Ability to work independently and in a team
- Demonstrates the virtues and qualities of a devoted follower of Jesus Christ
- A loyal team player who is committed to the mission, values, and vision of Bethany Community Church
- Ability to make a positive contribution to a staff culture that aspires to excellence, teamwork, customer service, and the ethics of servant leadership demonstrated by Christ

**PREFERRED QUALIFICATIONS**

- Bachelor's degree in Accounting
- Experience with donor relations
- Basic understanding of Generally Accepted Accounting Principals
- Experience with Sage 50 Accounting

**OTHER SPECIFICATIONS**

*Work Schedule:* Typical work schedule is Monday through Friday, 16 hrs. per week  
*Physical Demands:* Must be able to work in an office environment, often at a computer workstation. Must be able to move between buildings on campus. Must

Working Conditions      be able to lift small boxes and/or equipment up to 25lbs.  
May require flexibility to adjust work schedule from time to time to work  
early or later than regular schedule.  
Non-smoking building and environment.

Compensation:          Dependent on experience

Benefits:                N/A

*This job description is intended to describe the general nature of this job, and may not include all responsibilities that might be required of the person holding this position. This job description is subject to change at any time at the sole discretion of Bethany Community Church, and does not establish a contract for employment.*

