



Ministry Description

Title: Accounts Payable Clerk
Department: Finance
Reports to: Accounting Manager

Schedule: Regular, part-time
FLSA: Non-exempt

Ministry Function:

The Accounts Payable Clerk supports the ministry of Convoy of Hope by accurately recording and expediently processing payment for all invoices, and assisting with other Finance projects.

Essential Duties and Responsibilities:

<i>Time</i>	<i>Frequency</i>	<i>Description</i>
1. 70%	Daily	Assist with all aspects of the accounts payable process. Review invoice batches and capital requests for correct coding and calculations, supporting documentation, and appropriate approval and authorization. Perform accounts payable related data entry into Financial Edge. Assist in the check disbursement process by matching checks with invoices and overseeing the mailing of checks with proper remittance advices. Perform Finance related filing to include, but not limited to, invoice batches and employee expense reports.
2. 5%	Ongoing	Maintain vendor files in Financial Edge and oversee the timely acquisition and retention of supporting W-9 forms. Assist with end of year 1099 reporting.
3. 5%	Ongoing	Assist with communication with vendors. Respond regarding outstanding invoices. Assist in the completion and submission of credit applications to prospective vendors.
4. 5%	As needed	Perform fixed asset data entry into Financial Edge and maintain database and paper fixed assets files.
5. 5%	As needed	Assist with other data entry projects as needed.
6. 5%	As needed	Assist with receptionist duties.
7. 5%	As needed	Assist and support Senior Director- Finance/CFO. and Accounting Manager.

Required Knowledge, Skills, and Abilities:

1. High school diploma or equivalent, and one year of data entry experience.
2. Ability to key data quickly and accurately.
3. Ability to sit for long periods of time entering data.
4. Strong organization skills.

5. Strong communication skills to be able to follow-up with Convoy of Hope personnel at all levels to bring timely resolution to outstanding AP and coding related questions.
6. Ability to successfully multitask, efficiently and accurately completing each project.
7. Ability to positively contribute to team projects and cooperate with team members.
8. Ability to use a PC and software programs, including but not limited to Blackbaud Financial Edge, Microsoft Outlook, Word, and Excel.
9. Attention to detail and the ability to concentrate are necessary for entering accurate data.
10. Basic grammar, punctuation and arithmetic skills are necessary for catching possible mistakes while performing tasks.
11. Ability to accurately and methodically follow verbal directions and written processes.
12. Ability to positively represent the ministry of Convoy of Hope, including its mission statement and core values, to all outside constituencies.
13. As a Christian organization, Convoy of Hope believes it is critical that each staff member embraces the organization's religious purposes for which it exists and not only agrees with its Statement of Faith but demonstrates it in their lives on an ongoing basis.

Supervisory Responsibilities:

This position has no direct supervisory responsibilities.

Created August 31, 2007

Revised Nov. 2, 2009