



## **Church Development Fund, Inc.**

### **Job Description**

**Title:** Payroll/Accounts Payable Specialist  
**Reports to:** Controller  
**Department:** Accounting  
**Classification:** Regular Full-Time  
**FSLA:** Non-Exempt

### **Essential Functions**

- Process Accounts Payable invoices in a timely manner. The following is required:
  - Thorough review of invoice details through automated AP workflow, including
  - verification of the accuracy of general ledger account coding, as coded by the
  - responsible department personnel.
  - Accurate and timely invoice and related transaction entry from source documents.
  - Determination of weekly AP disbursements to be made and timely processing of
  - payments.
  - Vendor files kept current including names, addresses, telephone numbers,
  - banking information, tax identification numbers and 1099 status.
- Prepare and file 1099 forms annually
- Process bi-weekly payroll and provide support for various other payroll functions and reconciliations.
- Provide timely payables and payroll customer support to all staff and vendor contacts through telephone, e-mail and standard mail.
- Perform general accounting and reporting activities. Such activities may include the preparation of journal entries, account reconciliations, account analysis that ensures the integrity of data reflected in the corporate financial systems, and the preparation of monthly balance sheet and statement of activities.
- Special projects and other duties as assigned.

### **Key Qualifications**

- A living, vital faith in Jesus Christ
- Three to four years of experience in accounts payable and payroll
- Strong oral and written communication skills
- Strong computer skills including proficiency using Word, Excel and ERP accounting information systems
- Strong organization and time management skills
- Detail-focused with a high degree of accuracy and the ability to consistently meet deadlines
- Ability to analyze and resolve complex problems
- Action and team oriented

**Preferences**

- Experience in financial services or non-profit industry
- Experience in Microsoft GP and Concur software
- Bachelor's degree in accounting or related field

**Working Conditions**

This position requires prolonged sitting, standing, walking, reaching, twisting, turning, bending, and stooping in the performance of daily office activities. It also requires grasping, repetitive hand movements and fine coordination in providing financial reports and data using a computer keyboard. Additionally, the position requires near vision in reading a computer screen. Hearing is required when communicating by phone and/or in person. The need to lift, draft, and push files, paper and documents weighing up to 25 pounds is also required.

**General Information**

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.