



ACCOUNTS PAYABLE ASSOCIATE

The part-time Accounts Payable Associate helps fulfill the mission of Transform Minnesota; to connect and equip the Church, by helping the organization maintain accurate financial records. This is primarily done through the accurate recording, processing and reconciling of accounts payable invoices for Transform Minnesota and the affiliate ministries; Arrive Ministries, Damascus Way and New Life Family Services. This requires close working knowledge of the ministries and the staff needs within. This is a part-time position (20 hours / week).

REPORTS TO:

- Senior Accountant

POSITION RESPONSIBILITIES:

- Process and code invoices for payment
- Verify and post details of expense transactions
- Process reimbursements
- Create journal entries
- Maintain the accounting database SAGE ERP300
- Analyze and create efficiencies within the current accounting software
- Assist in communication with external auditors

QUALIFICATIONS:

- 0-2 years of accounts payable experience
- Experience with accounting software
- Non-profit experience desired
- Proficient with Office products; particularly Excel
- Detail oriented
- Quick learner, demonstrated ability to adapt to new technology
- Able to take new ideas and integrate them into desired results
- Excellent problem solving skills; customer service driven
- Ability to work in a collegial environment; strong commitment to team environment dynamics with the ability to contribute expertise and follow leadership directives at appropriate times
- Enjoy working as a team member as well as independently

CORE VALUES AND COMMITMENTS:

- Demonstrated relationship with Jesus Christ
- Agree with and adhere to Transform Minnesota's [Statement of Faith, Core Values and Code of Conduct](#)
- Passion and commitment for the [mission and vision of Transform Minnesota](#)



DIRECT REPORTS:

None

Approved By	Schelli Cronk, Chief Operating Officer
Date Approved	July 11, 2017
Reviewed	