



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 is a part-time position (16 hours / week) and could be temporary based upon applicant needs.

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 accounts payable database SAGE ERP300
- Analyze and create efficiencies within the current accounting software
- Assist in documentation for external auditors
- Attend weekly team staff and prayer meetings

QUALIFICATIONS:

- 0-2 years of accounts payable or accounts receivable 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
- Customer service driven
- 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	December 10, 2018