



## ACCOUNTS PAYABLE SPECIALIST

### JOB DESCRIPTION

Part-time, non-exempt, 25 hours per week. Reports to the Director of Finance and Operations.

The Accounts Payable Specialist is responsible for processing accounts payable items and maintaining all files and records applicable to accounts payable.

### RESPONSIBILITIES

1. Open mail from vendors and determine ownership of vendor invoices, then distribute to the proper ministry personnel
2. Process approved vendor invoices, BB&T credit card charges, internal requests for checks and expense reports using the Shelby computer system
3. Maintain computerized vendor file for recurring, periodic payments
4. Verify use of proper account numbers (as listed in PBC's chart of accounts)
5. Identify vendors and individuals requiring W-9's and code applicable invoices to insure proper handling of annual 1099's. Maintain W-9 file.
6. Reconcile BB&T monthly credit card statements by ministry and resolve differences so that correct and timely monthly payments can be made
7. Pay vendor invoices, internal requests for checks, BB&T statements, and AP recurring transactions weekly/ monthly using the Shelby computer system. Process and pay periodic requests for express checks.
8. Issue 1099's annually and mail forms to appropriate person
9. Maintain vendor and other AP files, both paid and unpaid
10. Perform other duties as assigned

### APPLY

Visit [pray.org](http://pray.org)/Apply and fill out the application.