



## ACCOUNTING SPECIALIST, ACCOUNTS PAYABLE

**Department:** Operations: Finance

**Reports To:** Director of Finance and Business Information

**Hours/Week:** 8 Hours/Week

**FLSA Status:** Hourly, Non-Exempt

**Schedule:** Wednesdays

**Job Class:** Specialist

**Benefit Eligibility:** Not Eligible

**Location:** UPC Main Campus

**Wage Range:** \$20-22 per hour

### SUMMARY

The UPC mission is: We are a family of communities joining Jesus to transform our lives and the lives of neighbors at the University of Washington, in our neighborhoods, and all around the world.

This position manages Accounts Payable (A/P). Works as part of the Finance Office staff and volunteer team. Attention to detail, good communication skills and an ability to maintain confidentiality are critical skill sets.

### RESPONSIBILITIES

- Attends department and UPC staff meetings when available.
- Processes invoices, staff expense reimbursements and staff expense advances (A/P) with the software system (Microix). Reconciles vendor statements.
- Prepares checks on a weekly basis.
- Filing.
- Communicates with staff, vendors, and members.
- Develops and documents processes and procedures.
- Assists with 1099 preparation at year end.
- Provides support for annual audit.
- Participates in corporate worship at UPC, when presence is requested.
- Other duties as assigned.

## **QUALIFICATIONS**

- Deep and growing faith in Jesus Christ and a theology consistent with the mission of UPC. Has read and understood the Essential Tenants and agreed to support them in the work they do at UPC.
- Cross-cultural competency and awareness.
- Associate's or Bachelor's Degree preferred.
- 2+ years' experience in Accounts Payable and/or bookkeeping.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, Teams).
- Accounting software experience required; MIP experience preferred.
- Proven inter-personal skills, including a strong customer service orientation.
- Excellent verbal and written communication skills.
- Attention to detail.
- Ability to maintain strict confidentiality and personal integrity.

## **PHYSICAL REQUIREMENTS**

- Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and ability to adjust focus.
- This job is regularly required to sit, use hands to handle or feel, and talk and hear.