Water Street Ministries Job Description
Accounts Payable and Finance Clerk

Summary: Responsible for Accounts Payable, credit card management, and various other finance functions for Water Street Ministries

FLSA: Non-Exempt, part-time, 20 to 25 hours per week. Semi-negotiable work schedule, day shift

The Accounts Payable Clerk must be:

1. Willing to sign the Water Street Ministries' Statement of Faith
2. A current and active member and/or regular attendee of a local church.
3. Able to fully support the Water Street Ministries' core values, code of conduct, and ministry philosophy.

Essential Functions:

- Performs Accounts Payable function
- Administrates company credit cards
- Maintains various accounting-related Excel spreadsheets
- Administrates payroll preparation
- Assists with cash control and deposits
- Other duties as assigned

Education and Experience: A High School Diploma/GED and at least three to five years experience in a related accounting field. Proficiency in Microsoft Excel and Word essential. Must have good organizational, attention to detail, and communication skills. Experience with Financial Edge a plus.

Reports To: Accountant

Physical Demands: The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job, which include regularly required to stand, walk, or sit and use hands to finger, handle, or feel, and is occasionally required to lift and/or move up to 35 pounds. May require occasional weekend / evening availability.

Christian Life: As an employee of Water Street Ministries you are an important member of a Christian missionary organization. All staff members are Christian missionaries and might be required from time to time to participate in chapel services, outreach ministries of counseling sessions. Due to the nature of these types of ministries it is necessary that you possess and maintain a testimony, or lifestyle, that is above reproach. Your actions during personal time might seriously affect your ability to perform these types of ministries, which are an important part of your job.