

Title: Accounts Payable Clerk

Classification: Non-Exempt, Part-Time Time Hourly, Administrative

Hours: Up to 30 hours per week

Reports To: Finance Director

Job Summary

The Accounts Payable & Credit Card Clerk will serve at the Rivertree Cove Campus by performing administrative functions in the areas of Accounts Payable and Credit Card Reconciliations.

Job Qualifications:

- A committed disciple of Christ with a desire to glorify Him through faithful service in this role.
- Demonstrates a genuine heart for people and a servant-minded approach to stewarding church resources.
- Bachelor's degree in Accounting, Human Resources, or a related field preferred.
- Minimum of 3 years of relevant professional experience preferred.
- At least 2 years of experience in fund accounting is preferred.
- Strong administrative and organizational skills, with proven effectiveness in managing multiple responsibilities.
- Solid working knowledge of accounting principles.
- Proficiency in Microsoft Excel and Google Workspace required.
- Experience with ShelbyNext is a plus, but not required.
- Exceptional attention to detail and accuracy.
- Demonstrated ability to handle sensitive information with discretion and maintain strict confidentiality.

Job Responsibilities

- Process weekly accounts payable, including check requests; maintain effective communication with ministries, vendors, and partners.
- Count and verify weekly contributions each Monday alongside a team member.
- Administer credit card management processes, including maintaining accurate account coding and system data.
- Reconcile monthly credit card expenses and ensure accurate entry into ShelbyNext.
- Provide backup support for Accounts Receivable as needed.
- Serve as backup support for the Cove Assistant as needed.
- Perform other duties as assigned.
-

Work Environment & Physical Requirements

- Primarily a standard office environment with no significant discomfort from temperature or noise levels.
- Requires extended periods of sitting and working at a computer workstation.
- Frequent interruptions to workflow may occur.
- Occasional bending, lifting, and moving of moderately heavy items required.
- Job involves stress related to growth and changes in the work environment.

Employment Disclaimer & Equal Opportunity Statement

Rivertree Church reserves the right to modify job responsibilities and job descriptions at any time, with or without notice.

Employment with Rivertree Church is **at-will**, meaning that either the employee or the Church may terminate the employment relationship at any time, with or without cause and with or without notice, in accordance with applicable law.

Rivertree Church is committed to providing equal employment opportunities to all qualified individuals. Employment decisions are made without regard to race, color, ancestry, national origin, sex (including pregnancy), marital status, age, disability, or any other characteristic protected by applicable federal, state, or local laws.

This commitment applies to all aspects of employment, including hiring, promotion, training, compensation, benefits, discipline, and termination.