

**Job Title: Accounts Payable Administrator**

**Program: Business Office**

**Reports to: Director Business Administration**

**Effective Date: 07/18/2025**

**Job Summary:**

The Accountant I will process the organization's payables and payroll, as well as play an important role with Business Office tasks that support compliance and allow the organization to run efficiently.

**Duties/Responsibilities:**

- *Administrate the organization's Payables*
  - Facilitate timely payments for the following:
    - Expense reports
    - Vendor invoices
    - Corporate credit cards
    - Other payments as required
  - Resolve discrepancies
  - Issue stop-payment orders as needed
  - Record entry of, verify documentation for, and distribute petty cash.
  - Manage employee logins and access to online platforms related to payables
- *Analysis*
  - Perform monthly review of detail GL expenses for reasonableness of postings
  - Generate monthly AP detail reports that tie to Balance Sheet
- *Compliance*
  - Ensure compliance with accounting controls including segregation of duties
- *Assist with other administrative needs of the Business Office*

**Other duties**

*This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change.*

**Required Skills/Abilities:**

- Must be reliable and extremely trustworthy.
- Must be proficient in Microsoft Office Suite or related programs.
- Must be able to learn various accounting software systems.
- Excellent organizational skills and attention to detail.
- Ability to maintain confidential and meticulous records.
- Extensive knowledge of payroll functions including preparation, balancing, internal control, and payroll taxes.

**Education and Experience:**

**Required:**

- High school diploma

**Preferred:**

- Business or Accounting degree.
- Two years' experience in accounting or related experience.

**Physical Requirements:**

- Prolonged periods sitting at a desk and working on a computer.

**Work Location:**

Work is performed in hybrid 90% on-site, 10% remote.

Definitions of work location:

On-site- typically on a CityRise campus

Remote- any location where work that can be completed effectively from

Hybrid- combination of on-site and remote, possibly including additional locations for specific activities  
i.e. pastoral care visits, homes, meetings, retreats, educational seminars.

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employee printed name

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employee signature

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date