

# Union Gospel Mission of Salem

## Job Description

**POSITION TITLE:** AP Clerk  
**MINISTRY DEPARTMENT:** Administration (200)  
**REPORTS TO:** Accountant  
**FLSA STATUS:** Non-Exempt  
**LOCATION:** Administrative Office (onsite position)  
777 Commercial St NE, Salem, OR 97301  
**STATUS:** Full-Time

### **Job Summary:**

Responsible for handling all aspects of accounts payable. Responsible for timely posting of all accounting transactions, using procedures designed to ensure accurate, timely and complete recording of all activity.

### **Essential Job Duties:**

1. Receives and verifies expenses from department heads
2. Enters batches, bills, and other related expenses and deposits in QuickBooks Online
3. Facilitates payment of vendors, which may include verification of federal ID numbers, reviewing purchase orders, and resolving discrepancies
4. Ensures outstanding obligations are credited upon payment, identifies discount opportunities, and issues purchase order amendments or stop-payment orders as needed
5. Maintains accounting records files and archives at the end of the year
6. Coordinate effectively with other Mission staff as necessary to ensure timely, appropriate handling of transactions
7. Supports accounting for year-end audit
8. Supports Accountant with other duties as assigned
9. Maintain a positive, encouraging Christian work atmosphere by demonstrating appropriate Customer Service C.A.R.E. standards
  - A. **C**ommitted – performs job with integrity – respects and honors others
  - B. **A**ttentive – models honesty and courtesy to all. Good listener
  - C. **R**esponsive – Takes responsibility for quality results. Serves effectively
  - D. **E**xcellent – Seeks to improve performance while providing excellent service

### **Knowledge, Skills, Abilities:**

1. Skills and experience in general bookkeeping/data entry (non-profit experience preferred) with a basic understanding of Generally Accepted Accounting Principles (GAAP) required
2. Proficient computer skills, including **Online QuickBooks** software, or other accounting software and MS Office software applications
3. Knowledge of federal and state regulations as pertains to accounting and payroll functions
4. Ability to work both independently and within a team setting
5. Valid OR State Driver's License and able to use own vehicle for occasional business purposes
6. Must agree with Union Gospel Mission of Salem's Statement of Faith and Standards of Conduct

**Education:** High school diploma required; business, bookkeeping degree, or relatable certificate preferred  
**Experience:** Minimum of 1-year accounts payable or bookkeeping experience required



Revised By HR and Accounting: 8.31.2022