

PIONEER VALLEY CHRISTIAN SCHOOL

Accounts Payable Clerk

The school is receiving job applications for the position of Accounts Payable Clerk. This position is a seventy-five percent of full-time equivalent– six hours per day, five days a week. There is limited tuition benefit available.

Department: Business Office

Supervisor: Finance Director

General Responsibilities:

- Assure the timely and accurate recording of all payment transactions.
- Maintain accurate classification to balance sheet and income statement accounts and account funds.
- Perform limited payroll transactions.

Professional Qualifications:

It is expected that the Accounts Payable Clerk will:

- Hold an associates degree in accounting from an accredited postsecondary institution.
- Demonstrate computer literacy with managing databases, using accounting software, creating and using a spreadsheet, and accessing the Internet.
- Possess problem solving initiative.
- Possess evidence of adequate preparation, background, or experience as determined by the school administrator.

Personal Qualifications:

It is expected that the Accounts Payable Clerk will:

- Agree and sign the school's Statement of Faith, Declaration of Moral Integrity, and Lifestyle Statement as a condition for employment and continued employment in this ministry.
- Possess necessary customer service and public relations skills.
- Have knowledge of office procedures and methods, including those related to social communications skills and proper office etiquette.

Other qualifications and responsibilities are listed in the job description.