
BUSINESS OFFICE – ACCOUNTS PAYABLE

Position Assignment

- Title:** Accounts Payable
- Organizational Unit:** Headquarters Business Office
- Recruited by:** Executive Vice President of Business Administration
- Approved by:** Executive Vice President of Business Administration

Working Relationships

- Reports to:** Executive Vice President of Business Administration
- Staff Team:** Executive Vice President of Business Administration and all STCH Ministries staff to enhance the total program

Basic Functions

The Accounts Payable position at STCH Ministries assists the Executive Vice President of Business Administration in administering the work of the business office toward achieving STCH Ministries' mission statement. Duties are primarily accounts payable.

Basic Responsibilities

1. To submit invoices to the Executive Vice President of Business Administration for approval.
2. To process accounts payable to include data entry, coding, and verifying and batching of invoices. The process includes printing checks, running reports and mailing of the checks.
3. To maintain vendor information, invoice, and other accounts payable files.
4. To prepare month end accounts payable reports.
5. To prepare annual 1099 forms.
6. To remain current on technology platforms with continuing education.
7. To assist the Business Office Clerk position.
8. To back up Receptionist at headquarters building.
9. To perform all other duties as assigned.

***A standard 40-hour work week is normal; however, flexible hours and overtime may occur.*

Position Description

STCH Ministries



I, the employee, have read, understand, and agree with the position description for Business Office – Accounts Payable.

Employee Signature

Date

Employee Supervisor Signature

Date