
BUSINESS OFFICE – ACCOUNTS PAYABLE

Position Assignment

Title: Accounts Payable

Organizational Unit: Headquarters Business Office

Recruited by: Vice President of Business Administration

Approved by: Vice President of Business Administration

Working Relationships

Reports to: Vice President of Business Administration

Staff Team: Vice President of Business Administration, and all STCH Ministries staff to enhance the total program

Basic Functions

The Accounts Payable position at South Texas Children's Home Ministries (STCH Ministries) assists the 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 provide assistance to the Vice President of Business Administration for correspondence, filing, reporting and other clerical tasks.
2. To submit invoices to the Vice President of Business Administration for approval.
3. 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.
4. To maintain vendor information, invoice, and other accounts payable files.
5. To prepare month end accounts payable reports.
6. To prepare annual 1099 forms.
7. To remain current on technology platforms with continuing education.
8. To assist Accounts Receivable position.
9. To back up Receptionist at headquarters building.

Position Description

South Texas Children's Home Ministries



10. To perform all other duties as assigned.

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

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

Employee Signature

Date

Employee Supervisor Signature

Date