

Accounts Payable Assistant

The Baptist Home & Healthcare Ministries

Position Status: Permanent Full Time

Employee Classification: Exempt

Accountable to: Chief Operations Officer

Accountable for: Coordinating accounting functions from sites, to headquarters to outsource accounting firm

Position Overview: The Accounts Payable Assistant is responsible for coordination and being the primary interface with the outsourced accounting firm and become the internal accounting resource person.

Overview of Responsibilities:

- Provide reporting to organizational leadership
- Assist company employees with accounting questions
- Assist President and COO with reporting requests from online access to accounting firm
- Monitor internal controls to safeguard TBHHM funds
- Work with annual audit as needed
- Create board financial reports as needed
- Submit approved deposit forms to the accounting firm
- Organize and review the invoices and payment requests for submission to the accounting firm
- Organize and review the manual checks and EFTs paid by the organization for submission to the accounting firm
- Provide all bank statements and necessary documentation of any other banking transactions to the accounting firm
- Organize the printed checks in preparation for signatures
- Distribute the printed checks
- File, save and distribute any necessary reports provided by the accounting firm
- Act as the primary company contact for the accounting firm
- Serve as a backup for payroll processing
- Work with all locations in the implementation of new processes
- Assist other team members and other departments, as needed
- Other duties or projects, as assigned

Travel Requirements: Some, occasional overnight will be required from time to time to meet company needs.

Budget Authority: All purchases other than routine office supplies should be requisitioned through the supervisor.

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Evaluation: Evaluation will be on an ongoing basis in periodic team meetings and in private conversations. A more formal written evaluation will be completed once each year. Performance will be measured on the quality and quantity of work performed related to the above responsibilities. Compensation adjustments will be based on quality and quantity of work performed and overall value that the individual brings to the company.

Conduct: It is understood that every employee will make a good faith effort to conduct themselves in a friendly and professional manner at all times. It is expected that each employee will read and abide by the guidelines established in the employee handbook. Biblical standards are the overarching guidelines we will adhere to as we protect the sanctity of life and care for the aging.

Short Term (3-6 month) Goals

- 1) Complete the prescribed new hire training process
- 2) Become acquainted with all current software working toward proficiency as quickly as is possible
- 3) Become familiar with all staff and their respective roles and responsibilities
- 4) Simplify, reduce redundancies, and otherwise help make the accounting outsource effective