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| **Accounts Payable Coordinator** | **Job Purpose** |
| **Department:** Administration | This position assists the Accounting Director's support of the fulfillment of our mission, vision and values by ensuring that the payment of YUGM expenses is done in an accurate and timely manner. |
| **Location:** 1300 N 1st St Yakima, WA 98901 |
| **Reports to:** Director of Accounting |
| **Classification:**  Non-exempt, full time |
| **Salary Grade:** C |

**Union Gospel Mission Purpose, Vision and Value Statement**

Our mission is to follow Christ in helping people move from homelessness to wholeness, so that every homeless person in Yakima County has the opportunity for permanent life transformation in Jesus Christ.

All Mission programs and services are based on Christian values and a commitment to quality. Clients are our primary focus; love, professionalism, and outcomes are our core values. Relationships are the context, the engine, and the reward of the change we exist to produce.

**Essential Personal Qualities**

To perform the job successfully, an individual should demonstrate the following competencies:

**LOVE**

* Improves the reputation of Christ by personal interactions with others
* Remains relationally available, present, and authentic in all contexts
* Demonstrates genuine and sacrificial care for the wellbeing of others
* Pursues God personally, relationally, emotionally, and intellectually

**PROFESSIONALISM**

* Is consistently at work, meetings and appointments and on time.
* Meets deadlines and fulfills commitments with thorough follow-though.
* Proactively measures work to ensure learning, improvement and success
* Communicates effectively in written form

**LEADERSHIP**

* Constantly pursues growth, learning, and improvement
* Thinks creatively, strategically, and spiritually
* Regularly sought by others for input and value
* Maintains mission-clarity and a godly example under stress

**Duties and responsibilities**

Culture Work

* Establish professional, caring, strengths-based relationships built on truth, respect, encouragement and trust.
* Maintain a high level of integrity in modeling and promoting the Mission’s Christian culture, core values, policies and procedures.

Team Work

* Work as a member of the Finance & Accounting team to solve organizational problems and to accomplish shared goals in pursuit of strategic and financial priorities.

Direct Work

* Collects and pays all YUGM invoices according to established policies and procedures. Ensures expenses are booked in the month in which they were incurred in alignment with the accrual accounting method. Follows AP process from invoice entry to ACH/check payment.
* Ensures invoice files are maintained in a timely and organized manner.
* Works with Center credit card provider to keep vendor list updated in the system.
* Maintains favorable relations with vendors and is available to answer their questions.
* Reconciles the AP Aging report to the General Ledger monthly.
* Effectively support the Accounting Director with change management as the organization grows and needs, systems, and processes change.
* Prepares 1099 forms annually and, after approval by the Accounting Director, files related reports.
* Ensures all YUGM office supplies are ordered as needed.
* Works with our Accounting Assistant to count cash as needed and backup AR as needed.
* Other duties as assigned.

**Physical requirements**

**Daily Physical Demands**

* Sit and review information on a computer screen or on paper for extended periods of time
* See and hear
* Speak English clearly and fluently
* Walk, climb, balance and stoop, reach with hands and arms, use hands to finger, handle or feel.

**Working conditions**

The primary duties of this position are performed in a well-lighted, temperature-controlled environment. The noise level in the environment is usually moderate.

**Qualifications**

* At least 2 years’ experience in an Accounting role, preferably Accounts Payable, is preferred. Education, especially in Finance/Accounting may be considered in combination with less experience.
* Proficiency with accounting software, Adobe Acrobat and Microsoft Office, including Outlook, Word, Excel and other online systems. Basic computer hardware knowledge.
* Excellent written and verbal communication skills.
* Has a positive demeanor and can-do attitude.
* Takes initiative to solve their own problems and answer their own questions.
* Effectively prioritize tasks so the most important and urgent tasks are completed in a timely manner.
* Strong organizational, customer service, and interpersonal skills, high level of professionalism and the ability to maintain confidentiality required.
* Ability to work cross-functionally with other departments under the pressure of deadlines, interruptions and changing priorities while maintaining a strong attention to detail. Reliable, resourceful, flexible.
* Self-starter who has a strong desire to learn new things and is looking for ways to improve current processes. Suggests process improvements to the Accounting Director.
* Personal ethos and work ethic should reflect YUGM’s Core Values of *Love, Professionalism and Outcomes.*

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| **Staff Signature:** |  |
| **Print Staff Name:** |  |
| **Supervisor Signature:** |  |
| **Print Supervisor Name:** |  |
| **Date:** |  |