

Yakima Union Gospel Mission Job Description

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| Job title | Accounts Payable Coordinator |
| Department | Administration |
| Location | 1300 N 1 st St, Yakima WA 98901 |
| Reports to | Controller |
| Classification | Hourly; Regular Full-time |

Yakima 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.

Job purpose

This position assists the Controller'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.

Qualifications

- At least 2 years' experience in an Accounting role, preferably Accounts Payable, is required. Education, especially in Finance/Accounting, may be considered in combination with less experience.
- Proficiency with accounting software and Microsoft Office; including Outlook, Word, and Excel. Basic computer hardware skills.
- Working knowledge of using Accounting software.
- Has a positive demeanor and can-do attitude.
- Excellent written and verbal communication skills.
- Effectively prioritize tasks so the most important and urgent tasks are completed in a timely manner.
- Strong organizational skills, high level of professionalism and the ability to maintain confidentiality required.

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- Takes initiative to solve their own problems and answer their own questions.
- 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 Controller.
- Desire to grow oneself professionally, spiritually, and personally.
- Ability to work cross-functionally with other department under the pressure of deadlines, interruptions and changing priorities while maintaining a strong attention to detail. Reliable, resourceful, flexible.
- Personal ethos and work ethic should reflect YUGM's Core Values of *Love, Professionalism and Outcomes*.

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 accomplish shared goals in pursuit of strategic priorities.

Direct Work

- Collects and pays all YUGM invoices according to established policies and procedures. Ensures expenses are booked in the month they were incurred in alignment with the accrual accounting method.
- Ensures invoice files are maintained in a timely and organized manner.
- Maintains favorable relations with vendors and is available to answer their questions.
- Reconciles the AP Trial Balance to the General Ledger monthly.
- Effectively supports the Controller with change management as the organization grows and needs/systems/processes change.
- Prepares 1099 Forms annually and files related reports.

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- Arranges employee travel.
- Ensures all YUGM office supplies are ordered as needed.
- Other duties as assigned

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.

Essential Mental Requirements/Competencies

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

Dependability

Is consistently at work and on time
Arrives at meetings and appointments on time
Follows through on commitments

Human Interaction

Effectively presents information in one-on-one and group situations to staff and management
Interacts well with staff and management
Professionalism in manner and dress
Communicates effectively in written form
Maintains an “open door” policy

Leadership

Meets deadlines
Thinks creatively
Plans strategically
Coaches others to improve in a respectful and loving demeanor
Executes tasks thoroughly
Can handle high pressure and stressful situations
Sets a godly example for staff and clients

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.