



Lake Mead Christian Ministries exist to make disciples through education and community.

Lake Mead Christian Ministries (LMCM) Minister- Accounts Payable & Purchasing Clerk

Job Type: Full Time

Department: Financial Services

Reports to: LMCM Finance Office Manager

Job Summary: The LMCM Accounts Payable & Purchasing Clerk is responsible for performing a range of accounting and clerical tasks related to the accounts payable function at Lake Mead Christian Ministries. The accounts payable clerk provides financial, administrative and clerical support by ensuring payments are completed and expenses are controlled by receiving payments, processing, verifying and reconciling invoices according to established policies and procedures in an efficient, timely and accurate manner. The Accounts Payable Clerk should be continuously improving the processes in relationship to their supportive role within the ministry.

Required Spiritual Qualities

- Acknowledge Christ as Savior and live life as His disciple.
- Support LMCM Mission by making disciples of Jesus Christ through community involvement.
- Demonstrate spiritual flourishing through prayer, Bible study, and outreach to others.
- Believe the Bible to be the inspired, authoritative Word of God.
- Agree with and actively support the LMCM Statement of Faith.
- Show evidence the fruit of the Spirit in interacting with people
- Have a Christ-centered home.
- Attend and actively participate in an evangelical local church.

Essential Job Functions:

- Completes payments and controls expenses by receiving, processing, verifying, and reconciling invoices.
- Reconciles processed work by verifying entries and comparing system reports to balances.
- Pays vendors by monitoring discount opportunities, verifying federal id numbers, scheduling and preparing checks, and resolving purchase order, contract, invoice, or payment
- Ensures credit is received for outstanding memos.
- Issues stop-payments or purchase order amendments.
- Verifies vendor accounts by reconciling monthly statements and related transactions.
- Maintains relationships with vendors and ensure timely payments of invoices
- Maintains accurate vendor files and ensure W9 forms are on file
- Disburses petty cash by recording entry and verifying documentation.
- Assists Finance Manager by tracking budget expenses
- Prints and obtains signatures on check batches
- Runs financial expense reports for directors as necessary

- For purchasing: conducts research on potential products, vendors, and services, and comparing price and quality to ensure the best deal
- Gives timely support for leaders in procuring items that support their departments, while adhering to procedures set in place
- Assists in ensuring that all financial procedures are completed by leaders within the ministry to ensure all steps are being completed
- Assists with other projects as needed
- **Other duties as supervisor deems necessary.**

Experience/Knowledge:

- 1 year plus - Accounts Payable, Accounts Receivable, or other accounting experience preferred.
- Experience in Microsoft Office
- Google Suite knowledge
- Accounting Software experience (*MIP & Microix are used at LMCM*)
- Comfortable handling large intake of tasks
- Organized in follow up and completion of tasks

Qualifications: AA or higher preferred

Compensation*: \$24,960-\$36,120

Benefits:

- *Qualifies for tax benefits
- Ministry Scholarship for student tuition and Lil' Eagle's cost reductions
First year hires receive a 50% scholarship, then each year add 5% until you reach a max of 70%
- Accrued PTO and Sick leave
- 403B matching and other retirement programs
- Christian Healthcare Ministries for health care coverage CHM.org - shared cost with employee/employer
- Short and long term disability at the cost of the ministry.
- 25,000.00 life insurance at the cost of the ministry
- Additional life insurance up to \$150,000 - Self Pay
- Vision - Self Pay Group Policy
- Dental - Self Pay Group Policy