



Position Posting: Accounts Payable Clerk
Location: Aurora IL Office
Type of Role: Part-time 10 hours/week; Hourly/non-exempt
Date: February 2024

About TEAM: TEAM - The Evangelical Alliance Mission is a global Christian ministry organization founded in 1890 that partners with churches to equip and send global workers who make disciples of Jesus Christ among the nations. TEAM is both an equal opportunity employer and a faith-based religious organization. For this reason, TEAM hires only candidates who wholeheartedly and without reservation agree with and live according to [TEAM's Statement of Faith](#). TEAM staff thoroughly embrace the [purpose, vision, beliefs, and values of TEAM](#).

About the Role:

The Accounts Payable Clerk is responsible for processing bills for payment in a timely manner, maintaining vendor records in the accounting system, and ensuring transactions are processed in an accurate and timely manner.

Key Responsibilities include but are not limited to:

- Process ACH and check requests on a regular basis
- Review and code vendor invoices in accounting system
- Reconcile prepaid expense account and create journal entries for the current expense portion
- Respond to vendor inquiries
- Maintain all leases and service contracts.
- Request and update ACH information for vendors, as needed
- Request W9 from vendors, as needed
- Assist with annual 1099 preparation

Qualifications of the Role:

- Spiritually mature with a growing relationship with Jesus Christ
- 1-3 years of office work experience, preferred
- Experience working with computers, spreadsheets, word processing and office software required
- Previous accounting software experience desirable
- Excellent communication skills
- Detail oriented and accurate
- Ability to work in a team environment

Disclaimer: The information in this document indicates the general nature and level of work to be performed. It is not designed to contain or be interpreted as totally comprehensive of every job duty, responsibility, or qualification required by an employee assigned to this position. An employee may be required to perform other assignments not listed here.

Employment applications are available online at <https://team.org/about-us/staff-opportunities>.
Inquiries may be made to:

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