



**SKYLINE**  
C H U R C H

Helping people find and follow  
Jesus seven days a week.

**Position:** Accounts Payable (AP) Coordinator, Full-Time

**Location:** La Mesa, CA

## THE ROLE

The Accounts Payable (AP) Coordinator supports Skyline Church by performing all duties necessary for preparing bills, invoices, statements, requests for payment. The Accounts Payable (AP) Coordinator upholds and exemplifies Skyline's Core Identify values.

The AP Coordinator reports to the Finance Director.

## RESPONSIBLE FOR:

### 1. Modeling Biblical Priorities

The AP Coordinator is responsible for upholding Biblical priorities and core values of Skyline Church. They should represent a growing personal relationship with Christ. The AP Coordinator models a strong relationship with his or her spouse (if married) and children (if applicable). The AP Coordinator strives to fulfill his or her purpose while demonstrating integrity in words, relationships, and actions. These objectives are accomplished by:

- Committing to a daily quiet time with God.
- Setting appropriate boundaries to protect character and integrity.
- Developing personal evangelism opportunities with your Oikos outside the church.
- Supporting the ministries of Skyline Church by faithfully giving at least 10% of gross income.
- Adhering to and encompassing the qualities and characteristics required of Skyline Church employees, as defined by the Staff Handbook and Core Identity Book.
- Lead with a servant's heart, demonstrate genuine care and concern while acting with humility and integrity when encouraging the efforts of all team members (1 Peter 5:1-4).

### 2. Job Responsibilities and Duties

- Process all vendor payments, including entering bills, payments of bills, online or mailing checks.
- Train employees and new hires as needed on payment request processes on all campuses.
- Review purchase request forms for completeness and accuracy, according to approvals as stated in internal controls. Follow up on discrepancies as needed.
- Research and resolve vendor discrepancies and payment status requests.
- Maintain files on purchase orders, unpaid and paid bills.
- Maintain records of recurring bills to have approved payables renewed each FY.
- Manage all contracts for financial accuracy and completion.



# SKYLINE C H U R C H

- Maintain accurate records of capital projects.
- Reconcile finance petty cash funds and monitor funds in other departments.
- Reconcile all aspects of accounts payable, including monthly credit card statements, prepaids, and accruals.
- Assist with department financials: review, compiling, and customizing.
- Establish vendor relationships, and obtain needed W9s for vendor profiles.
- Prepare and file annual 1099's.
- Assist with year-end audits.
- Assist with the weekly deposit preparation.
- Assist with generating monthly department financials.
- All other AP duties assigned.
- Be a spokesperson representing the Finance Dept in occasional meetings.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Principal duties are intended to describe those functions that are essential to the performance of this job. A candidate must be able to perform all the essential duties outlined above.

This position performs other duties as required or assigned which are reasonably within the scope of the job classification, as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

## **JOB REQUIREMENTS:**

### ***Experience, education, or skills required of the incumbent in this position...***

- Minimum three years of accounts payable experience.
- High school diploma or equivalent.
- Knowledge of general accounts payable practices.
- Excellent interpersonal and communication skills (verbal and written).
- Intermediate computer skills-Microsoft Excel, Google Docs, and Adobe.
- Strong mathematical skills as needed for the position required.
- Ability to multi-task effectively.
- Strong attention to detail is required.
- Problem-solving and troubleshooting skills.
- Ability to adapt to shifting priorities and/or changes to procedures and processes.



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**GUIDANCE PROVIDED:**

***Supervision, direction, or guidance provided for this position...***

Training on internal controls, policies, and procedures will be performed. Performance of routine duties will then continue without direct supervision. Must be able to work both independently and as a team member. Goal-oriented direction looking to see a task to completion in the most efficient way possible and always adhering to internal controls, processes, and procedures according to GAAP.

**PHYSICAL REQUIREMENTS:**

***Sedentary work...***

Position requires the ability to exert a minimal force of up to 10 pounds occasionally and minimal force to carry, lift, push, and otherwise move objects frequently.

**APPROVAL OF JOB DESCRIPTION:**

I have reviewed the above job description. I am able to perform all of the principal duties and have the necessary knowledge, skills, and abilities for this job position. I understand that this job description does not create an employment contract and that I am employed by Skyline on an at-will basis.

\_\_\_\_\_  
**INCUMBENT** **DATE**

\_\_\_\_\_  
**SUPERVISOR** **DATE**

\_\_\_\_\_  
**HUMAN RESOURCES REPRESENTATIVE** **DATE**

**TO APPLY**

Please submit resumes to Crissandra Jackson via email: [cjackson@skylinechurch.org](mailto:cjackson@skylinechurch.org)  
11330 Campo Rd. La Mesa, CA 91941 | 619.660.5000 [SkylineChurch.org](http://SkylineChurch.org)



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