



Accounts Payable Specialist

Use your accounting and administrative skills to support good financial stewardship that will advance the gospel around the world. Carry out accounting tasks necessary for accurate and timely bill payments and reconciliations. Be part of the team that wisely manages the funds God has put in our hands to use in the fulfillment of the great commission.

Qualifications – Enjoys detailed work and producing accurate records. Systematic with good organizational skills. Comfortable with computer use for communications, data entry and information management. Willing to learn and put into practice financial policies, procedures and software. Good verbal and written communications skills.

Responsibilities – Carry out accurate bookkeeping of accounts payable transactions. Learn and use QuickBooks and Fishbowl Inventory software. Process purchase order invoices, service provider bills, credit card reconciliations and expense reports. Ensure timely payments in accordance with mission policy and general accounting practices. Manage purchase order, vendor and credit card files. Assist Director of Finance with other accounting tasks and information for financial reports and external audit.

Fundamental Requirements – Be a born-again follower of Jesus Christ with a heart for service, passionate for the advancement of the gospel around the world, and willing to uphold the [SonSet Solutions Statement of Faith](#).

This is a part-time position, at our offices in Elkhart, Indiana. For supported staff, it requires the development of ministry partnerships for prayer and financial backing. A volunteer may also fill this position.