

BelPres Church

Job Title	Compensation	Reports to	Status	Start Date
Accounts Payable/Payroll Administrator	\$33.00-35.00/hour Full Benefits	Finance Director	Full time Non-Exempt	ASAP

Our Mission

BelPres is committed to partner with Jesus to further his kingdom on the Eastside and in the places around the world to which he calls us. To do this, we are focusing on four areas: community, discipleship, racial justice and healing, and equipping and empowering every generation to reach and engage young families. We strongly desire to reflect the kingdom of God and therefore encourage a diverse pool of applicants. We act because we believe. We love because we are loved by God.

The Impact You'll Be Making

As a critical member of the Finance Team, the Accounts Payable/Payroll Administrator is responsible for performing all accounts payable and payroll functions, including processing of bi-monthly payroll, weekly processing invoices and reimbursements, and processing credit card transactions and payments according to financial policies and guidelines. Other areas include working with contractors and other vendors and assisting with other projects as assigned by the Senior Accountant and Finance Director.

Who We Are Looking For

Skills & Knowledge

- Personal and growing commitment to Jesus Christ
- Supportive, encouraging, and committed to the mission of BelPres
- Demonstrated experience in payroll and payables systems, experience with Shelby Next and Paychex a plus
- Excellent attention to detail and follow through
- Discretion and ability to maintain utmost confidentiality
- Strong organizational skills and ability to manage multiple deadlines, multi-task, and prioritize
- Ability to work well with a team
- Very strong computer skills. including working knowledge of Microsoft 365
- Excellent customer service skills
- Ability to communicate clearly on the phone, in person, and via email

Culture

- We Are One Team, Fully Present: Our communication is built on trust, and we are quick to give grace
- We Are Intentionally Innovative: We aren't afraid to challenge the status quo
- We Care Big: We assume good intent and have a bias for action and timeliness
- We Do Hard Things: We believe in a God who calls us to work together and makes the impossible possible

How To Apply

Please fill out an application (found at belpres.org/jobs) and submit it along with your resume and cover letter to:

Finance Director Mindy Richardson - mrichardson@belpres.org

1717 Bellevue Way NE / Bellevue, WA 98004