

# **Accounts Payable Administrator**

## **July 2022**

### **Background:**

Established in 1867, Congregation Shaare Emeth is a compassionate and inclusive community that makes Judaism relevant, meaningful and joyful. We accomplish this vision through:

Living in Community  
Lifelong Jewish Learning  
Acting as Agents of Social Justice and Change  
Living with an Awareness of the Sacred in our Lives  
The Land and People of Israel,  
Acknowledging our community  
Managing our Resources

### **Position Summary**

This position is a full-time position within the Accounting Department. The Accounts Payable Administrator's primary responsibilities include the creation and disbursement of payables across the temple, the reconciliation of temple credit cards, and a variety of human resource support duties including background screenings. The person in this position must possess a high level of confidentiality and work well in a collaborative environment. The person should also be self-motivated, detail-oriented, and able to juggle a variety of tasks.

### **Essential Functions**

- Processes invoices on a weekly basis using accounting software and distributes payments in a timely manner
- Reconciles all temple credit card purchases and inputs expense data into accounting software for coding to the general ledger
- Performs a variety of background checks across the temple staff
- Helps distribute, monitor, and collect a variety of human resource forms, packets, and binders including I-9 forms and employee handbooks from newly hired staff
- Reviews Religious School family accounts in conjunction with the Director of Business Operations, and approves registrations during enrollment periods
- Synchs deposits from the temple database to accounting software in conjunction with the closing of monthly financials

- Performs outreach to existing and potential advertisers for the temple bulletin and enters charges onto advertisers' accounts
- Monitors supplies related to the main office copy machine
- Helps with other administrative duties as needed and in times of high volume

## **Education and Experience**

Education:

- Must have a college degree.

Experience:

- Experience working in an office setting is preferred
- Accounting-related experience is a plus

## **Knowledge, Skills and Abilities:**

- Detail-oriented
- Self-motivated with the ability to prioritize tasks
- Excellent oral communication skills and the ability to communicate with a variety of individuals within the temple staff and membership
- Knowledge of Microsoft Office Suite including Word, Excel, Outlook
- High standards of integrity and confidentiality
- Ability to work in a fast, collaborative environment

## **Physical Demands and Work Environment**

- While performing the duties described above, the employee is regularly required to sit or stand for long periods of time
- This position requires using a computer for extended periods of time, resulting in frequent and repetitive hand/arm movement

This is a full-time, non-exempt position

This position reports to the Director of Business Operations

Interested candidates should send resumes and a cover letter to: [sberzon@sestl.org](mailto:sberzon@sestl.org)