Job Title: Business Office A/P Clerk
Ministerial Designation: Religiously Qualified – Non-Exempt
Status: Part-time Regular
Department: Business Office
Reports To: Controller
Prepared Date: 5/13/2021

Summary: Participates in the Mission and Ministry of Tenacre as a member of the Business Office team and supports Tenacre's outreach of love by ensuring its financial obligations are met through the demonstration of "wisdom, economy and brotherly love." (Church Manual Pg. 77)

Competencies: A demonstrable understanding of Christian Science and its practical application in all aspects of the Accounts Payable role is core to being a part of Tenacre's healing mission. Additional competencies include:

Servant Leadership and Teamwork: Contributes to building a positive team spirit; works well with all departments; maintains trust and respect for one another's ministry; takes actions that demonstrate an unselfed approach; balances team and individual responsibilities; gives and welcomes feedback.

Communication Skills: Communicates and responds to others in a non-hierarchal manner with warmth, respect, empathy, and patience; conversation reflects the Golden Rule standard; listens and gets clarification; replies to inquiries and completes requests, both on a timely basis; follows-up appropriately on requests made.

Ethics: Maintains confidentiality; acts and speaks in a manner consistent with the highest ethics and integrity; inspires the trust of others; keeps commitments; is impeccable with their word; understands legal and ethical standards.

Attention to Details: Proofreads own work, which requires little or no checking; consistently meticulous with one's work and maintains clarity and precision; ensures small details are not overlooked.

Planning/Organizing: Establishes an orderly, systematic course of action to accomplish a multitude of tasks; prioritizes tasks appropriately; manages time effectively to perform what needs to get done; works effectively with time-sensitive tasks; and willingly modifies planned tasks when necessary; expresses flexibility.

Essential Duties and Responsibilities include the following:

- Ensures that the healing mission of Tenacre is foremost in thought and is represented throughout all interactions, communications, and activities
- Brings a consistent metaphysical stalwartness that effectively addresses the specific needs of the department
- Oversees the entire accounts payable cycle from purchase order to payment
- Provides training support towards automation of the A/P process and ensures its efficiency
- Works closely with the Reception Office team to ensure accuracy in data capturing, invoice coding, and the approval process
- Works with managers to maintain accuracy throughout the accounts payable cycle and to provide requested reports and documentation
- Maintains the filing system and archiving of the departmental records per the established record retention guidelines
- Drafts departmental correspondences to vendors or staff as needed
- Coordinates the ordering of Tenacre's office supplies; ensures the Copy Room is well-stocked and orderly
- Maintains Tenacre's subscriptions, online accounts, and local house accounts with vendors
- Supports the Business Office team with special projects
- Is willing and able to adjust the schedule for special purposes when requested

Specific duties, other duties may be assigned

Qualifications:

To perform this job successfully, an individual must perform each essential duty as stated above satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- Member of The First Church of Christ, Scientist in Boston, Massachusetts
- A college diploma or equivalent accounting experience
- One to two years' experience, preferred
- Comfortable working with accounting information systems such as NetSuite, as well as Excel and other core Microsoft Office suite applications
- Demonstrated ability to read, write, and speak in English