



Job Title: Accounts Payable Associate

Location: Administrative Offices

Status: Full-time

#### Responsibilities

- Collect invoices and enter them into database to pay
- Ensure that bills are paid within terms taking advantage of discounts
- Reconcile vendor statements and manage credit card accounts
- Maintain vendor files in alphabetical order and keep filing current
- Train and manage volunteers to assist with account payable duties

#### Qualifications

- Excellent organizational and interpersonal skills
- Proficient with the ten key and data entry
- Ability to train and manage volunteers
- Competent computer skills: MS Word, Excel, and Outlook

Compensation: Hiring Range - \$16-\$18/hour, depends on experience

Must be committed to the Christian faith and comply with drug-free, tobacco-free policy. Those qualified to join our team can enjoy a rewarding work environment and excellent benefits. Complete UGM's [application for employment](#) and submit it along with a letter of interest and resume to:

UNION GOSPEL MISSION

[HumanResources@uniongospelmission.org](mailto:HumanResources@uniongospelmission.org)

Human Resources, 1224 E Trent Ave., Spokane, WA 99202

Fax: 509-535-0315

[uniongospelmission.org/employment](http://uniongospelmission.org/employment)