



# TIMOTHY

## CHRISTIAN SCHOOL

<b>Position Title:</b>	Accounts Payable Associate (part-time)
<b>Position Summary:</b>	The Accounts Payable Associate is responsible for handling various accounting activities in the Business Office in compliance with financial policies and procedures.
<b>Position Supervisor:</b>	Business Manager
<b>Position Responsibilities:</b>	<ul style="list-style-type: none"><li>• Perform all Accounts Payable functions including processing invoices and outgoing payments.</li><li>• Ensure bills and payments are accounted for and properly posted.</li><li>• Assist the Business Manager with the month-end closing process and other various tasks.</li><li>• Maintain the Student Transportation forms (B6Ts, B8Ts and all communication with the local school districts.</li><li>• Track and maintain the accounting of all ESCNJ Grant funding and purchase orders.</li><li>• Maintain and ensure proper posting of all credit card expenses for all corporate card holders.</li></ul>
<b>Position Qualifications:</b>	<ul style="list-style-type: none"><li>• The employee must have received Jesus Christ as his/her personal Savior and believe the Bible is God's Word and standard for daily living.</li><li>• The employee shall support the doctrinal position of TCS and will abide by the Standard of Conduct.</li><li>• The employee shall be in fellowship with a local church that has a doctrinal position consistent with that of TCS and support its ministry through regular attendance and participation.</li></ul>
<b>Preferred Skills</b>	<ul style="list-style-type: none"><li>• Experience with basic Microsoft applications (Excel and Word) and a solid understanding of QuickBooks.</li><li>• Prior experience in the accounting industry and proven ability to calculate, post and manage accounting figures and financial records.</li><li>• High degree of attention to detail</li><li>• AS in Accounting or QuickBooks certification</li></ul>

All interested parties should contact Robin DiFiore at [rdifiore@timothychristian.org](mailto:rdifiore@timothychristian.org).

Please email a copy of your resume with a cover letter.

2008 Ethel Road Piscataway NJ 08854 732-985-0300 [TimothyChristian.org](http://TimothyChristian.org)

*"Study to show thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth."*

2Timothy 2:15

**2008 Ethel Road Piscataway NJ 08854 732-985-0300 TimothyChristian.org**

*"Study to show thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth."*

*2Timothy 2:15*