

JOB DESCRIPTION FOR
ACCOUNTING/ACCOUNTS PAYABLE CLERK
OF MULTIPLICATION NETWORK MINISTRIES
Chicago Office

Job description

ACCOUNTING CLERK @ MULTIPLICATION NETWORK MINISTRIES

TARGET START DATE: Immediately

TIME COMMITMENT: 15-20 hours distributed between 3 or 4 days a week

DURATION: Permanent

SALARY: Commensurate with qualifications and competitive with the NFP sector

LOCATION: Reports to MNM Office Administrator in Sauk Village, IL

POSTING DATE: August 4, 2021

OVERVIEW OF THE ORGANIZATION

Multiplication Network Ministries (MNM) is a Christian charitable organization providing church planter training worldwide with the vision to see a healthy church representing the Kingdom of God in every community. We have experienced incredible growth in the past 10 years going from 300 church planters trained to over 6,300 church planters in training annually. As part of continuing our growth, we are in immediate need of an Accounting/Accounts Payable Clerk. This clerk will be an individual who recognizes and has faithfully responded to God's call to utilize God-given technical and interpersonal skills and personal attributes for God's glory and in the service of MNM's Christian mission.

ACCOUNTING CLERK RESPONSIBILITIES

- Provide accounting and clerical support to the Office Administrator.
- Receive and verify invoices for payment.
- Review national and international expense reports for completeness and research any outstanding items.
- Enter all payables; both national (US) and International into QuickBooks.
- Request the transferring of funds using AFEX wire service.
- Constantly update job knowledge to enable the organization to comply with established standards, procedures, and applicable laws.
- Cross-trains to provide aid and support for accounts receivables.
- Perform additional duties as needed.

EDUCATION

Education must include a high school diploma and Associates degree in related field (or currently working

toward such a degree). Banking experience a plus.

ORGANIZATIONAL RELATIONSHIPS

- Responsible to: MNM Office Administrator
- Responsible for: Accounting Clerk functions

STANDARDS OF PERFORMANCE

- Work harmoniously with others to promote Christian unity and a good testimony.
- Complete the work required, in a punctual, informative, and accurate manner.

PERFORMANCE EVALUATIONS

- Performance appraisals will be conducted annually and as needed by Office Administrator.

QUALIFICATIONS

- Must be a maturing Christian, having a personal relationship with Jesus Christ.
- Must agree with MNM's Statement of Faith and conduct themselves in a Christ-like manner.
- Competency in Microsoft applications including Word and Excel.
- Proven accounting experience, preferably as an accounts payable clerk or accounts receiving clerk.
- Familiarity with bookkeeping and basic accounting procedures.
- Competency in MS Office, databases, and accounting software.
- Hands-on experience with spreadsheets and financial reports.
- Accuracy and attention to detail.
- Aptitude for numbers.
- Ability to perform filing and record keeping tasks.
- Data entry and word processing skills.
- Well organized.
- Organizational, verbal, and written communication skills to interact with ministry leadership.
- Requires 3 years' experience.
- Demonstrates integrity, drive, compassion, flexibility, and initiative.
- Should be results oriented and a self-starter who is comfortable working with minimal supervision.

We offer a competitive compensation for this position. For further information about MNM, please visit our website at www.multiplicationnetwork.org.

Job Type: Part-time

Pay: \$15.00 - \$20.00 per hour

Application questions



multiplication network
more churches, stronger churches

You have requested that Indeed ask candidates the following questions:

- How many years of accounting/bookkeeping experience do you have?
- What is the highest level of education you have completed?

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Michael Gutierrez

Advancement Director



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**Multiplication Network Ministries
(MNM) multiplicationnetwork.org**

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