



SKYLINE
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Helping people find and follow
Jesus seven days a week.

Position: AP HR Payroll Coordinator

Location: La Mesa, CA | Lakeside, CA | Clifton, KS

Attendance: 3,500

THE ROLE

The Accounts Payable (AP)/HR & Payroll Coordinator supports Skyline Church by performing all duties necessary for preparing bills, invoices, statements, requests for payment and coordinating HR and payroll needs HR department. The Accounts Payable(AP)/HR & Payroll Coordinator upholds and exemplifies Skyline's Core Identify values.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Accounts Payable Duties

- Process all vendor payments including entering bills, payments of bills, mailing checks
- Pay approved expenses as they are due by either printing check or online payments
- Review for completeness and accuracy of purchase request forms, approvals as stated in internal controls and follow up on discrepancies
- Train employees and new hires as needed on payment request processes
- Maintain files on purchase orders, unpaid and paid bills
- Research and resolve vendor discrepancies and payment status requests
- Reconcile all aspects of accounts payable including monthly credit card statements, prepaids and accruals
- Prepare and file annual 1099's
- Assist with year-end audits
- Other duties as assigned.

2. HR / Payroll Duties

Serves as a liaison and coordinates personnel/payroll actions between, employees and our outsourced HR department on HR and Payroll related matters.

- Coordinates hiring, employee changes and termination
- Communicates any employee payroll changes
- Coordinates all benefits including health and others such as time off, pension plans
- May perform some HR and Payroll duties when needed.
- Other related duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Principal duties are intended to describe those functions that are essential to the performance of this job. An incumbent must be able to perform all the essential duties outlined above.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. An employee holding this position will be required to perform any other job



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related to this position. An employee holding this position will be required to perform any other job-related duties as required to perform any other job related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

EXPERIENCE, EDUCATION, OR SKILLS REQUIRED OF THE INCUMBENT IN THIS POSITION:

- Minimum three years of accounts payable experience
- Minimum one year payroll and/or HR experience preferred
- High school diploma or equivalent
- Knowledge of general accounts payable practices
- Excellent interpersonal and communication skills (verbal and written)
- Intermediate computer skills-Microsoft Excel, Google Docs
- Strong mathematical skills as needed for position required
- Ability to multi-task effectively
- Strong attention to detail required
- Problem solving and troubleshooting skills
- Ability to adapt to shifting priorities and/or changes to procedures and processes

EXPERIENCE, EDUCATION, OR SKILLS PREFERRED:

- Minimum three year payroll and/or HR experience preferred
- Experience with Quickbooks Online and Paylocity

SUPERVISION, DIRECTION, OR GUIDANCE PROVIDED FOR THIS POSITION:

Training of internal controls, policies and procedures will be performed. Performance of routine duties will then continue without direct supervision. Must be able to work both independently and as a team member. Goal oriented direction looking to see a task to completion in the most efficient way possible. Always adhering to internal controls, process and procedures according to GAAP.

PHYSICAL REQUIREMENTS OF THIS POSITION:

Sedentary Work: Position involves sitting most of the time. Standing and walking are required occasionally. Position requires ability to exert minimal force of up to 10 pounds occasionally and minimal force to carry, lift, push, and otherwise move objects frequently.

TO APPLY

Please submit resumes to Sarah Williams via email: SWilliams@SkylineChurch.org
11330 Campo Rd. La Mesa, CA 91941 | 619.660.5000 SkylineChurch.org



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