

## **Accounts Payable Assistant, Part-Time**

Michigan Area United Methodist Camping is hiring an Accounts Payable assistant. A qualified applicant will have a working knowledge of QuickBooks Online and must have prior accounting experience. The job will include but not be limited to the following:

- Coordinate payment request forms and ensure they have the required approvals.
- Upload and process vendor credits and assign for approval.
- Track project/major purchase requests, and maintain files with all related documentation.
- Enter checks received daily into accounting system.
- Coordinate insurance claims and track use of proceeds from insurance claims.
- Work with vendors on sales tax exemption.
- Review purchase requests required by policy.
- Assist in reconciling multiple bank accounts monthly.
- Record donations in accounting system.
- Other administrative duties as assigned.

This is a non-exempt, part time position based in the greater Lansing area with 15-20 hours of work weekly. No benefits will be offered and a competitive hourly rate will be negotiated.

Apply by sending a resume to Karie Kusnier at [kkusnier@umcamping.org](mailto:kkusnier@umcamping.org).

616.970.7838.