

ACCOUNTS PAYABLE & PAYROLL COORDINATOR, CROSSPOINT CENTRAL

Position Title:	Accounts Payable & Payroll Coordinator Full-Time; Non-Exempt Position
Date:	March 2026
Supervisor:	Accountant
Purpose:	The Accounts Payable & Payroll Coordinator supports the financial operations of Crosspoint Church by accurately processing accounts payable transactions and payroll while maintaining strong documentation, internal controls, and confidentiality.

PRIMARY DUTIES:

Accounts Payable

1. Process approved invoices, reimbursements, check payments, credit card payments, and ACH payments in a timely manner.
2. Ensure all payment requests include appropriate documentation and required approvals prior to processing.
3. Maintain supporting documentation for all accounts payable transactions.
4. Maintain vendor records and submit new vendor information to the Accountant for review and approval.
5. Maintain vendor files including W-9 forms and required documentation for tax reporting compliance.
6. Assist with preparation and distribution of annual 1099 forms.
7. Communicate with ministry leaders and staff regarding payment requests, documentation requirements, and payment status.

Payroll Processing

1. Prepare and process payroll in accordance with established payroll schedules and procedures.
2. Maintain payroll records and supporting documentation.
3. Process payroll adjustments as approved by the Director of Human Resources.
4. Maintain strict confidentiality of all payroll and personnel information.
5. Processes and inputs employee leave requests in the payroll system.
6. Manages onboarding process for new employees with respect to timekeeping.

Credit Card Administration

1. Issue credit cards to approved employees and manage the employee credit card onboarding process.
2. Maintain records of issued cards, cardholders, spending limits, and card assignments.
3. Assist with the administration of staff credit card expenses by ensuring statements and supporting documentation are submitted and maintained.
4. Maintain organized documentation for all credit card transactions.
5. Assist employees with credit card questions and coordinate card cancellations, replacements, or updates as needed.

Financial Administration

1. Maintain organized electronic and physical financial records.
2. Assist with the preparation of documentation for internal or external audits.
3. Support the Accountant with financial administrative tasks as needed.
4. Serve as a collaborative member of the Operations Team and assist with other operational tasks as requested.

Culture & Mission

1. Uphold the Crosspoint Staff Covenant.
2. Serve the church with professionalism, integrity, and confidentiality.
3. Demonstrate a heart for ministry and support the mission of Crosspoint Church.

SKILLS DESIRED:

1. Dedicated follower of Jesus.
2. Ministry-minded and relationship-focused.
3. Ability to maintain strict confidentiality regarding financial and payroll information.
4. Experience with accounting software (ShelbyNext Financials preferred).
5. Experience with financial management platforms such as Ramp, Bill.com, or similar expense and payment **management systems preferred.**
6. Strong attention to detail and accuracy.
7. Strong organizational and time-management skills.
8. Ability to manage multiple tasks and meet deadlines.
9. Strong communication skills and the ability to work effectively with church staff and leadership.

PHYSICAL ACTIVITIES AND WORK ENVIRONMENT:

Upon appropriate request, Crosspoint may provide employees with a reasonable accommodation, so long as doing so does not result in undue hardship to the church.

1. Frequently remains in a stationary sitting position at a computer workstation.
2. Frequently operates a variety of office equipment: computers, telephones, copier, scanner, etc.
3. Frequently travels over common ground and surfaces.
4. Frequently uses near vision to interpret data, etc.
5. Occasionally bends, kneels, or crouches
6. Occasionally reaches with hands and arms
7. Occasionally lifts and transports moderate-weight items under 25 pounds
8. Works primarily in an indoor environment in an office

KEY PERFORMANCE MEASUREMENTS:

1. Accuracy of accounts payable processing
2. Timeliness of vendor payments
3. Payroll accuracy and timeliness
4. Proper documentation and financial recordkeeping
5. Reliability and initiative
6. Organization and time management
7. Ability to collaborate effectively with staff and leadership

CONTINUING EDUCATION DESIRED:

Attend position appropriate seminars, workshops and conventions as requested and approved by supervisor.