Accounts Payable Clerk

Compensation: $19–$22 per hour, based on experience
Location: Houston, TX 77043
Work Schedule: Hybrid — 3 days in the office and 2 days working from home per week
Employment Type: Contract – Long-Term

Who we Are

The mission of Faith In Practice is to improve the physical, spiritual, and economic conditions of the poor in Guatemala through short-term surgical, medical, and dental mission trips and health-related educational programs. Our mission is based on an ecumenical understanding that as people of God we are called to demonstrate the love and compassion that is an outward sign of God's presence among us. Faith In Practice's life-changing medical mission is to minister to the poor, while providing a spiritually enriching experience for our volunteers.

Position Summary

Faith In Practice is seeking a detail-oriented, organized, and dependable Accounts Payable Clerk to join our Accounting & Finance team.

The AP Clerk will primarily be responsible for processing vendor invoices, coordinating payments, maintaining accurate accounts payable records, and supporting credit card reconciliations and month-end closing activities.

The ideal candidate demonstrates strong problem-solving skills, sound judgment, accountability, and the ability to manage competing priorities in a fast-paced nonprofit environment.

Key Responsibilities

- Review, verify, and process vendor invoices accurately and timely.
- Ensure invoices have appropriate documentation, approvals, account coding, and departmental classifications.
- Prepare and process vendor payments in accordance with established payment schedules.
- Maintain accurate vendor records and monitor outstanding invoices.
- Review AP aging reports and follow up on outstanding balances.
- Credit Expense posting and management
- Research and resolve invoice discrepancies, duplicate payments, and vendor inquiries.
- Assist with vendor W-9 collection and annual 1099 reporting.
- Month-End close support duties as assigned and needed
- Ad-hoc Duties as needed.

Qualifications

- High school diploma or equivalent; associate degree in Accounting, Finance, or related field preferred.
- Proficiency in written and verbal communication in Spanish
- Previous accounts payable, bookkeeping, or general accounting experience preferred.
- Working knowledge of Microsoft Excel and basic accounting principles.
- Strong organizational skills and attention to detail.
- Ability to prioritize assignments and meet deadlines.
- Strong analytical, critical-thinking, and problem-solving abilities.
- Ability to work independently and collaboratively.
- Professional communication skills and a willingness to learn.

How to Apply

Please submit your resume to resumes@faithinpractice.org with the subject line Resume – AP Clerk