



Job Description

Position:	Accounting Clerk	Department Code:	Operations
Department:	Finance	Status:	Full Time
Reports To:	Accounts Payable Manager	Job Code:	To be Determined by HR
Classification:	To be Determined by HR	Salary Grade:	To be Determined by HR

Position Summary:

This is an entry-level position. The Accounting Clerk will be responsible for providing support as necessary to the Finance department strategic plan. This position will assist with tasks such as ensuring processes are followed, files are maintained, monthly reconciliations, and serving the staff with their finance needs with excellent customer service. The Accounting Clerk works under the direct supervision of the Finance Manager.

Essential Duties and Responsibilities:

- Financial customer service for the Rock staff
- Review submitted payables for preparation of entry for AP
- Maintain invoices and check stubs as necessary for files.
- Reviews monthly statements and follows up with vendors to maintain our accounts
- Assists in monthly reconciliations and reporting
- Respond to vendor and employee payment inquires; research unpaid invoices.
- Open and sort mail, process for approval and payment.
- Perform filing and general administrative tasks.
- Must be available to work Sundays occasionally
- Maintains petty cash fund, distribution and reconciliation
- Responsible for credit card check out and maintaining proper approvals for purchases

Job-related Qualifications:

Education, Training, and Experience

- Some general office/customer service/accounts payable or bookkeeping experience preferred
- MS Excel proficiency and experience with other MS Office applications

Job Skills, Knowledge, Abilities

- Ability to multitask, and prioritize assignments, and provide excellent customer service.
- Read, write, spell, and communicate clearly in English.
- Work productively, both independently and collaboratively with others.
- Follow verbal and written instructions.
- Proficiency with Microsoft Office (Outlook, Word, Excel, and PowerPoint).
- Ability to recognize and maintain confidentiality as appropriate.
- Detail oriented and accuracy with speed.
- Strong organizational skills.
- Self-motivated and flexible.

- Proficiency in 10 key (9K KPH) and typing (50 WPM)

Organizational and Spiritual Requirements:

- Demonstrate Christ-centered behavior at all times by treating people with dignity, respect, compassion and integrity.
- Utilize the principles of Matthew 18 and Ephesians 4:15 to resolve differences of opinion with others.
- Successful completion of a thorough pre-employment references and background checks, which includes: social security verification, Local, State & Federal criminal conviction records search, national security database, and sex offender registry.
- Attendance at all mandatory meetings and events. This includes serving at Good Friday, Easter and Christmas services as well as the annual volunteer appreciation event.
- Member of the Rock Church (or willing to transfer membership to the Rock Church).
- Regular involvement in Rock Church activities, ministries and events.
- Tithe 10% to the Rock Church.
- Signed acknowledgment of the Rock's Statement of Faith.
- Ability to interpret and adhere to the Rock's policies, procedures and employee handbook.
- Be self-motivated and goal oriented, use good judgment, and be flexible and innovative.
- Professional attitude and demeanor.

Physical Requirements:

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions. Must be able to work independently, communicate effectively, and lift up to 25lbs (with or without assistance). This position also may require long periods of sitting, standing, walking, and hand/eye coordination for keyboard data entry and viewing data on a computer monitor. *External and internal applicants, as well as position incumbents who are or become disabled, as defined under the American with Disabilities Act, must be able to perform the Essential Job Functions either unaided or with assistance of a "reasonable accommodation", if such is determined, on a case-by-case basis.*

Employment At-Will:

Employment at the Rock Church and Academy is "At-Will," meaning either the Rock or the employee may terminate the employment relationship at anytime, for any reason, with or without advance notice.

Nothing contained in this job description or any other communication (written or verbal) the employee received is intended to be, nor should it be, construed as a guarantee that employment or that any benefit will be continued for any period of time. Compensation information provided to an employee, whether stated in hourly, bi-monthly, annual, or other terms, is not intended nor does it constitute an employment contract or agreement for any specific period of time.

No manager, supervisor or employee of the Rock Church and Academy has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.

I have read and received a copy of my job description. I understand this information overrides any conflicting information that may have previously been communicated to me verbally or in writing. I further understand that I am expected to fulfill the job requirements specified in this document; and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor.

Employees Name:

Human Resources:

Employee Signature:

Signature:

Date:

Date:

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed, as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. This job description is not an employment agreement or contract. Management has the exclusive right to alter the scope of work within the framework of this job description at any time without prior notice.