



JOB DESCRIPTION

Position: IMPACT195 Accountant

Reports to: CFO

Position Status: Regular Full-Time Exempt

Department: IMPACT195

Effective: April 2012

Replaces: All Previous

Position Number: RC-15-12

Posting Date: April 17, 2012

1st Closing Date: April 24, 2012

Position Summary:

The Impact195 Accountant will be responsible for all areas of general accounting and developing strategies to achieve financial goals for the Impact195 Program. Incumbent will also assist in the financial aspect of Retail operations and report to the Chief Financial Officer.

Job Responsibilities and Duties:

1. General Accounting

- a. Monitor and maintain internal controls for Accounting Department.
- b. Prepare monthly journal entries; complete month-end closing; other core accounting duties as required.
- c. Approve invoices for payments.
- d. Keep accurate accounting and records of all deposits and expenses for Impact195.
- e. Prepare, deposit and track all Impact International Trip Finances.
- f. Prepare and deposit all Impact195 student tuitions on a daily/weekly basis, especially at beginning of Term and before Mission trips.
- g. Prepare weekly ministry deposits; assist with processing gift donations, record and complete cash receipts batch process in Donor Database software.
- h. Process all Impact195 donations and ensure accurate record of all giving through Fellowship 1 Database and MoGiv.
- i. Process monthly transfers for Impact195 Ambassadors into their ECCU accounts and prepare monthly statements.
- j. Offer financial counseling to Impact195 students who are on payment plans.

2. Cost Control

- a. Develop strategies on cost control and recommend cost efficiencies.
- b. Audit, analyze, and report on costs.
- c. Record cost information for use in controlling expenditures.

3. Purchasing

- a. Assist in financial aspects of retail operations, including purchasing, receiving and inventory. Assess inventory turns and product line profitability.
- b. Establish method of procurement such as direct purchase or bid.
- c. Provide assistance to other departments with implementation of purchasing policies and "best practices" to achieve cost savings.
- d. Confer with vendors to obtain product or service information such as price, availability and delivery schedule.
- e. Maintain appropriate procurement records.

4. Financial Analysis

- a. Research, collect, analyze and report on financial data; synthesize complex or diverse information utilizing experience to complement data.
- b. Contribute to profits and revenues by monitoring and conserving organizational resources.
- c. Prepare weekly Impact195 reports to include updates for: student tuition, International Trip Finances, Ambassador Donations and general PL.

The above summary of duties represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks under the direction of the IMPACT195 Pastor.

Job Skills and Requirements:

1. Associates degree (AA) or equivalent of two-year college or technical school in accounting. Or one year related experience and/or training; or equivalent combination of education and experience.
2. Proven ability to interact in a consistently positive manner with external clientele, including, students, volunteers, vendors, visitors and guests, using a high degree of tact, diplomacy, discretion, flexibility, respect and courtesy in gesture and speech.
3. Ability to recognize and maintain confidentiality as appropriate.
4. Must possess strong computer skills, including proficiency with spreadsheets, databases, and word processing software. Windows based software. (Excel, Word, PowerPoint)
5. Strong attention to detail and accuracy, including excellence in oral and written communications to verbalize issues clearly, concisely, and competently in positive or negative situations.
6. Ability to work in a high volume environment while maintaining solid productivity and quality of work.
7. Self-motivated and flexible with strong organizational skills and the ability to work well with timelines and short deadlines.

Physical Requirements

Ability to function independently and ability to speak. Physically able to lift up to 25 lbs (with or without assistance). This position also may require long periods of standing up and walking.

Expectations of Staff:

1. Christ-centered behavior at all times. i.e. treating people with dignity, respect, compassion and integrity.
2. For all grievances, follow Matthew 18 and Ephesians 4:15.
3. Proactive participation in the Rock Governance system.
4. Successful completion of both a background and reference check.
5. Pleasant and professional personality and appearance.
6. Regular attendee of a Rock weekend service.
7. Regular involvement in Rock Church activities, ministries and events.
8. Attendance at all mandatory meetings (and events, as needed).
9. A tithe of 10% to the Rock.
10. Signed acknowledgement of the Rock Church Statement of Faith.
11. Adheres to policies and procedures as stated in the Rock Church employee handbook.
12. Registered and active in the Rock A.R.M.Y.

Employment At-Will:

All employees of The Rock Church are at-will, and as such, are free to resign any time without reason. The Rock Church likewise, retains the right to terminate and employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time.

No manager, supervisor or employee of the Rock Church 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.