



ROCK
C H U R C H

JOB DESCRIPTION

Position: **Executive Assistant**
Reports to: **Chief Financial Officer**
Position Status: **Full-Time, Exempt**

Department : **Finance**
Effective: **July 2011**
Replaces: **All previous**
Position Number: **RC - 27 - 11**
Posting Date: **July 6, 2011**
1st Closing Date: **July 12, 2011**

Position Summary: The Executive Assistant to the Chief Financial Officer is responsible for communication both to and from the Finance office and is responsible for basic financial operations and managing professional services. The Executive Assistant to the Chief Financial Officer works under the direct supervision of the Chief Financial Officer.

Job Responsibilities and Duties:

1. Provide professional and timely correspondence to ARMY Members, external organizations, and Rock Church, Rock Academy, and Miles Ahead staff, Executive Team, and Boards of Directors.
2. Maintain accurate records for vehicle registrations, government filings, corporate insurance, banking and investment contacts and signatories, and other professional services.
3. Oversees Finance Department and calendar of the Chief Financial Officer and appointments.
4. Work with departments heads to prepare annual budgets.
5. Responsible for cash receipts and accounts payable for Miles Ahead.
6. Assist with preparations for annual audit.
7. Maintain data integrity of individual donor records in FellowshipOne through on-going collaboration with Data Management Department and Accounting Staff. Collaborate with Stewardship Department for preparation and distribution of year-end donor statements.
8. Maintain separation of duties.
9. Executes projects and on-demand tasks, such as the voucher package, internal and external audits, and projects related to internal controls.
10. Conduct research and prepare reports aimed at effective decision-making.

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 Chief Financial Officer.

Job Skills and Requirements:

1. Two to three years of related experience and at least 2-3 years of executive level administrative work along with ministry staff experience.
2. Fluency in MS Window operating system. Strong Word and Excel skills.
3. Self-motivated and flexible with strong organizational skills and the ability to work well with timelines and short deadlines.
4. Ability to work independently or in a team-oriented environment.
5. Must be able to maintain confidentiality.
6. Strong attention to detail and accuracy, including excellence in oral and written communications. Legible writing skills.
7. Adapts to changes in the work environment; able to deal with frequent change, delays, or unexpected events with poise and professionalism.

8. Ability to work in a high volume environment while maintaining solid productivity and quality of work.

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 Strategic Ministry Model.
4. Successful completion of a background 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.

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.

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.