



ROCK
C H U R C H

Department : **Finance**
Effective: **July 2011**
Replaces: **New Position**
Position Number: **RC-31-11**
Posting Date: **July 25, 2011**
1st Closing Date: **July 29, 2011**
2nd Closing Date: **August 12, 2011**

JOB DESCRIPTION

Position: **Junior Accountant**
Reports to: **Assistant Controller**
Position Status: **Full-Time, Exempt**

Position Summary: The Junior Accountant will be responsible for accounting duties in support of the Assistant Controller, such as reporting, preparing deposits and accurate record keeping. The Junior Accountant works under the direct supervision of the Assistant Controller.

Job Responsibilities and Duties:

1. General Accounting
 - a. Support Rock Church strategic plan through producing accurate and timely financial reports in all areas of accounting including journal entries, bank reconciliations, database management, special projects, inventory, month-end close procedures, preparation of audit schedules.
 - b. Ensure integrity of financial information in the GL system.
2. Cash Receipts
 - a. Within system of appropriate division of duties, participate in various cash receipts procedures, overseeing offering count room procedures/process, preparing weekly church and ministry deposits, completing cash receipts batch process in donor database software, booking cash receipts, reconciling petty cash.
 - b. Assist Controller in procedures for bookstore and other non-profit retail cash receipts and disbursements.
3. Record Maintenance
 - a. Responsible for keeping accurate records for federal tax exemption compliance.

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 Assistant Controller.

Job Skills and Requirements:

1. Pleasant personality (i.e., speaking to people on the phone, visitors and staff), with a customer service approach.
2. Bachelor degree desired or 4-6 years of equivalent experience in accounting or finance.
3. Non-profit experience preferred.
4. Detail-oriented and accuracy with speed.
5. Ability to recognize and maintain confidentiality as appropriate.
6. Proficient in MSOffice, Strong Excel and ten-key skills.
7. Proficient in MS Window operating system.
8. Strong verbal and written communication skills. Legible writing skills.
9. Strong organizational skills.
10. Self-motivated and flexible.
11. Ability to work independently or in a team-oriented environment.
12. 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.