



**ROCK**  
C H U R C H

**JOB DESCRIPTION**

Position: **Accounting Clerk**  
Reports to: **Accounts Payable Coordinator**  
Position Status: **Full-Time, Non-Exempt**

Department : **Finance**  
Effective: **April 2011**  
Replaces: **New Position**  
Position Number: **RC - 15 -11**  
Posting Date: **April 8, 2011**  
1<sup>st</sup> Closing Date: **April 15, 2011**

**Position Summary:** The Accounting Clerk will be responsible for providing support as necessary to support the Finance department strategic plan. This position will assist with tasks such as coordinating accounts payables, invoices, payment inquiries, month end close. The Accounting Clerk works under the direct supervision of the Accounts Payable Coordinator.

**Job Responsibilities and Duties:**

1. Prepares accounts payables for outside vendors, internal expenses, and recurring contracts.
2. Maintains invoices and check stubs as necessary for files.
3. Mails out checks or delivers internally to requestor.
4. Responds to vendor and employee payment inquiries; researches unpaid invoices.
5. Assists departments with budget compliance and performs analysis on budget variances.
6. Assists in month-end close and other accounting/clerical duties in support of the Finance department

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 Accounts Payable Coordinator.

**Job Skills and Requirements:**

1. Great customer service skills.
2. Two years of accounts payable experience preferred. Other office experience may compensate.
3. Ability to recognize and maintain confidentiality as appropriate.
4. MS Office proficient, especially Excel
5. Detail oriented and accurate with speed.
6. Strong verbal and written communication skills. Legible writing skills.
7. Strong organizational skills.
8. Self-motivated and flexible.
9. Ability to work independently or in a team-oriented environment.

**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.