

Job Opportunity



Competitive

Position: Cost and Retail Accountant

Job Vacancy Notice#: RC-01-07

Location: The Rock Church

Salary Range: Negotiable Depending on Experience

Employment Category: Regular Full-Time, Exempt

Opening Date: January 31, 2007

1st Closing Date: February 7, 2007

2nd Closing Date: Open Until Filled

Area of Consideration: All Sources

Brief Description of Major Duties: The incumbent will be responsible for developing and monitoring a detail system of analysis for retail and process cost accounting, and ensuring compliance with established finance/accounting policies and procedures designed to monitor and control costs. The accountant is responsible for monitoring, analyzing, and reporting on sales, cost-of-goods-sold, profit margins, net profit, and purchasing/inventory levels for all retail operations of the organization, and for monitoring and overseeing compliance with the purchase order system and other cost-control policies and procedures, in a highly detailed and analytical manner. The accountant works under the direct supervision of the Controller. The cost accountant will develop and maintain a detail system of accounting, analysis and reporting for sales, cost-of-goods-sold, profit margins, net profit, inventory (purchases, levels, leakage) from a cost-accounting perspective, analysis of associated expenses, and other appropriate financial indicators (inventory turns, product line profitability, etc.). Assist in implementation of new retail software. Oversee monthly inventory count for all retail operations. Manage compliance with Purchase Order system for retail and corporate operations. Provide advance accountability and tracking for purchases, ensure purchases are within budget, provide advance notification of large purchases that will impact cash flow, and improve efficiency for accounts payable. Ensure that invoices for inventory purchases and other specified purchase orders are accurately input into retail software and into accounts payable system. Monitor and oversee compliance with established company policies and procedures related to cost controls and purchasing. Oversee selected cost analysis projects and determine if a lower-cost source exists. For example, analyze cost of supplies, long-distance calls, and in-house printing. Develop and implement a cost accounting system for the new Cafeteria.

Qualifications & Requirements: Christ-centered behavior, i.e., treating people with dignity, respect, compassion and integrity at all times. Accounting Degree/Certificate is required. Two-three years of cost accounting experience and 1 year of retail accounting, is strongly preferred but not required. Pleasant personality (i.e., speaking to people on the phone, visitors and staff). Ability to recognize and maintain confidentiality as appropriate. Proficient in MS Window operating system. Strong verbal and written communication skills. Legible writing skills. Strong organizational skills. Self-motivated and flexible. Ability to work independently or in a team-oriented environment. Regular involvement in the Rock Church activities and events. Signed acknowledgement of the Rock Church Statement of Faith. Adheres to policies and procedures as stated in the Rock Church employee handbook. Member of the Rock Church.

To be considered for this position, outside applicants are required to complete Application for Employment; in-house applicants are to submit an updated resume. Employee's performance and attendance record will be taken into consideration at the time of the selection process. Selection for an interview does not guarantee promotion or appointment to the position. As part of the employment process, The Rock Church may obtain a Criminal Record Check.

The Rock Church provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Human Resources. The decision on granting reasonable accommodation will be on a case-by-case basis.

Full consideration will be given to all qualified applicants without regard to race, sex, color, age, physical handicap, or national origin. As a Christ-oriented, Bible-believing organization, The Rock Church does reserve the right to exercise preference on the basis of religion in all of its employment decisions. To apply please visit the website at www.therocksandiego.org and fill out the application and email application and resume to hr@therocksandiego.org . Or mail application and resume to Human Resources, 2448 Historic Decatur Road #105, San Diego CA 92106. All mailed applications must be received by the closing date to be considered for the position.