

## Job Opportunity



## Competitive

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**Position:** Staff Accountant

**Job Vacancy Notice#:** RC-08-08

**Location:** The Rock Church – Accounting

**Salary Range:** Negotiable Depending on Experience

**Employment Category:** Regular Full-Time, Exempt

**Opening Date:** 27 February 2008

**Closing Date:** Open Until Filled

**Area of Consideration:** All areas.

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**Brief Description of Major Duties:** The incumbent will be responsible for developing strategies to achieve organizational goals.

**Qualifications & Requirements:** Analyze data obtained and records results. Record cost information for use in controlling expenditures. Analyze audits of cost and prepares reports. Recommend cost efficiencies in new product layouts. Prepare weekly church and ministry deposits. Assist in developing and monitoring purchasing procedures. Provide direct assistance to other departments to achieve savings on larger-cost items. Assist bookstore in purchasing, receiving and inventory. Assist in month-end close. Review requisitions. Confer with vendors to obtain product or service information such as price, availability and delivery schedule. Determine method of procurement such as direct purchase or bid. Maintain procurement records such as items or services purchased, costs, delivery, product quality or performance and inventories. Approve invoices for payment. Synthesize complex or diverse information. Collects and researches data. Uses intuition and experience to complement data. Design work flows and procedures. Contribute to profits and revenues; conserves organizational resources.

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 Controller.

Christ-centered behavior, i.e., treating people with dignity, respect, compassion and integrity at all times. Associates degree (AA) or equivalent from two-year college or technical school in accounting. Or one year related experience and/or training; or equivalent combination of education and experience. 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. Regular attendance at Rock Church Sunday services.

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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](http://www.therocksandiego.org) and fill out the application. Email application and resume to [hr@therocksandiego.org](mailto:hr@therocksandiego.org). Or mail application and resume to 2277 Rosecrans, San Diego CA 92106, Attn: Human Resources. All mailed applications must be received by the closing date to be considered for the position.*