

Job Opportunity



Competitive

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: 20 March 2008

Closing Date: Open Until Filled

Area of Consideration: All areas.

Brief Description of Major Duties: The incumbent will be responsible for developing strategies to achieve organizational goals. Duties include but are not limited to purchasing, cost control, cash receipts, financial analysis, retail and general accounting.

Qualifications & Requirements: **Purchasing:** Assist in developing and monitoring “best practices” purchasing procedures; establish method of procurement such as direct purchase or bid; provide customer-focused assistance to other departments in implementation of purchasing policies and to achieve cost savings; maintain appropriate procurement records, confer with vendors to obtain product or service information such as price, availability and delivery schedule. **Cost Control:** Develop strategies on cost control and recommend cost efficiencies; audit, analyze, and report on costs; record cost information for use in controlling expenditures, approve invoices for payment, contribute to profits and revenues by monitoring and conserving organizational resources. **Cash Receipts:** Prepare weekly church and ministry deposits; assist with processing gifts and Sunday offerings; complete cash receipts batch process in donor database software. **Financial Analysis:** Research, collect, analyze and report on financial data; synthesize complex or diverse information utilizing intuition and experience to complement data. **Retail:** Assist in financial aspects of retail operations, including purchasing, receiving and inventory. Assess inventory turns and product line profitability. **General Accounting:** Prepare monthly journal entries; complete month-end closing; other core accounting duties as require.

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. 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. Email application and resume to 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.