



JOB DESCRIPTION

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

Department : **Finance**
Effective: **February 2010**
Replaces: **New Position**
Position Number: **RC-09-10**
Posting Date: **February 9, 2010**
1st Closing Date: **OPEN UNTIL FILLED**

Position Summary:

The incumbent will be responsible for full-charge accounting duties in support of the Controller.

Job Responsibilities and Duties:

1. General Accounting: Assist Controller in all areas of accounting, including journal entries, bank reconciliations, GL maintenance, database management, accruals; special projects, inventory, preparation of financial statements, preparation of audit schedules and servicing annual audit. Ensure integrity of financial information in GL system and in output reporting. Maintain complete cross-training in Controller's duties.
2. Full-Charge Capacity: Assist Controller in full-charge accounting duties and policies for satellite church campuses, thrift store, and other future remote locations.
3. Cash Receipts and Disbursements: Within system of appropriate division of duties, participate in various cash receipts and disbursements procedures, potentially including review, approval, and entry of invoices into accounting software and running AP checks, reconciling disbursements; 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. Assist Controller in procedures for bookstore and other non-profit retail cash receipts and disbursements.
4. Financial Analysis: Research, collect, analyze and report on financial data; provide relevant budget and financial reports to internal staff and department managers in a customer service environment; provide and improve reports to senior management that facilitate effective managerial decision-making.
5. 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, contribute to profits and revenues by monitoring and conserving organizational resources.
6. Compliance: Monitor and enhance finance policies, systems and procedures, and internal controls, and ensure 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 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 or equivalent experience in accounting or finance. Three years related experience and/or training; or equivalent combination of education and experience, with demonstrated ability and experience in full-charge accounting.
3. Ability to recognize and maintain confidentiality as appropriate.
4. Strong Excel and ten-key skills
5. Proficient in MS Window operating system.
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 Governance system.
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.