

**Job Opportunity**



**Competitive**

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**Position:** Payroll and Accounting Clerk

**Job Vacancy Notice#:** RC-28-06

**Location:** The Rock Church

**Salary Range:** Negotiable Depending on Experience

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

**Opening Date:** 1 August, 2006

**1<sup>st</sup> Closing Date:** Open Until Filled

**Area of Consideration:** All Sources

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**Brief Description of Major Duties:** **Payroll Duties:** Receives and processes employee timesheets. Screens time worked inputs for calculating, coding and other errors. Performs action necessary to determine pay and deductions including Federal and State taxes, insurance, retirement, savings and other deductions. Monitors computer reports alerting problems or errors. Reconciles errors and maintain payroll records. Reviews wages computed and corrects errors to ensure accuracy of payroll. Records changes affecting net wages, such as exemptions, insurance coverage, and loan payments for each employee to update master payroll records. Prorates expenses to be debited or credited to each department for cost accounting records, and prepares payroll journal entry for review by Controller. Prepares periodic reports of earnings, taxes and deductions. Prepares remittance advice submission for 403(b) retirement funding. Keeps records of leave pay and nontaxable wages. Prepares and issues paychecks as necessary. Serves as the primary liaison with ADP payroll service. Selective Factor: ADP experience preferred but not required. **Accounting Duties that may be assigned:** Receive cash, checks, and credit card information related to various ministry functions, verify totals, prepare bank deposits, and post appropriate journal entries. Maintain internal controls related to cash receipts, as defined by the Controller. Communicate and train cash receipts procedures to staff and volunteers as needed. Staff the weekend service Offering Count room, supervise the count and deposit, and work with volunteers to complete processing of weekend offerings. Ensure offerings are entered properly into the Donor Database system, process entries and resolve problems and issues, and perform posting and reconciliation procedures. Perform any combination of routine calculating, posting and verifying duties to obtain financial data for use in maintaining accounts payable, clarify any questionable invoice items, cost or signatures; obtain proper information and/or data regarding invoice payments. Assemble invoices to be completed for payment, calculate all extensions and totals on invoices, review invoices and requisitions for satisfactory payment approval, check vendor files for any previous payments, post invoices, process/run accounts payable checks and obtain appropriate signatures, and mail payments. Maintain invoices and/or correspondence as necessary for files.

**Qualifications & Requirements:** Christ-centered behavior, i.e., treating people with dignity, respect, compassion and integrity at all times. Two years of payroll experience and at least two years of accounting 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.

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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 and email application and resume to [hr@therocksandiego.org](mailto: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.**