

## Job Opportunity



## Competitive

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**Position:** Accounting Assistant

**Job Vacancy Notice#:** RC-30-05

**Location:** The Rock Church - Production

**Salary Range:** Negotiable Depending on Experience

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

**Opening Date:** 4 November 2005

**Closing Date:** Open Until Filled

**1<sup>st</sup> Cut-off date 11 November 2005**

**Area of Consideration:** All Sources

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**Brief Description of Major Duties:** Perform heavy-duty accounts payable, cash receipts, and accounting for the Rock Church. Main duties will include posting all bills and PO's weekly, preparing check run for the week, and processing receipts. Entry of accounts payable invoices and processing of checks.

Prepare deposits and enter cash receipts into accounting software. Update database for record changes, credit card donations and cash/check donations as required. Other basic bookkeeping duties as required.

**Qualifications & Requirements:** Christ-centered behavior, i.e., treating people with dignity, respect, compassion and integrity at all times. Minimum of two years bookkeeping and accounts payable. Pleasant personality (i.e., speaking to people on the phone, visitors and staff). Ability to use good judgment. Ability to recognize and maintain confidentiality as appropriate. Proficient in MS Window operating system, MS Word, MS Excel, Internet E-mail and Internet usage. Strong verbal and written communication skills. Legible writing skills. Strong organizational skills. Self-motivated and flexible. Maintains a Class B Driver's License and maintains an acceptable driving record (in accordance with the employee's auto insurance carrier and less than 2 DMV points on driving record). 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.*