

## Job Opportunity



## Competitive

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**Position:** Accounting & Accounts Payable Clerk

**Job Vacancy Notice#:** RC-39-08

**Location:** The Rock Church

**Salary Range:** Negotiable Depending on Experience

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

**Opening Date:** 15 December 2008

**Closing Date:** 22 December 2008

**Area of Consideration:** All areas.

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**Brief Description of Major Duties:** The incumbent will be responsible for providing support as necessary to pay the obligations of the Rock Church.

**Qualifications & Requirements:** Prepares accounts payables for outside vendors, internal expenses and recurring contracts. Prints checks needed for payments and obtains proper signatures. Maintains invoices and check stubs as necessary for files. Mails out checks or delivers internally to requestor. Trains new staff on all the payable procedures. Responds to vendor and employee payment inquires and researches unpaid invoices. Assists departments with budget compliance and performs analysis on budget variances. Assists in month end close and other accounting /clerical duties in support of the Controller.

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 Rock Church Controller.

Christ-centered behavior, i.e., treating people with dignity, respect, compassion and integrity at all times. Two years of payable experience. Pleasant personality (i.e., speaking to people on the phone, visitors and staff). Ability to recognize and maintain confidentiality as appropriate. Proficient in Quickbooks and 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. Regular attendee of a Rock weekend service. 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 A.R.M.Y.

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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.*