



JOB DESCRIPTION

Position: Accountant

Reports to: Rock Church Chief
Financial Officer

Position Status: Full Time, Exempt

Department: Rock Academy School

Effective: May 2012

Replaces: All previous

Position Number: RA-06-12

Posting Date: May 30, 2012

1st Closing Date: June 6, 2012

Position Summary:

The Rock Academy Accountant will be responsible for all areas of general accounting, financial control and developing strategies to achieve financial goals for the Rock Academy School. Incumbent will report to the Chief Financial Officer.

Job Responsibilities and Duties:

1. Oversees entire budget for Preschool through 12th grade; works cooperatively with Academy Administration, Development Director, department leaders, and coaches to develop an annual projection of income and expenses for the school year; adapts to calendar year for year-end purposes.
2. Reviews expenditures and compares against the approved budget; provides financial guidance to school administration when considering a purchases not allocated for.
3. Communicates effectively with parents throughout the year for all financial questions as it relates to their tuition account and payment methods.
4. Tracks cash flow; analyzes cash on hand during times of a budget short-fall.
5. Sets tuition rates; projects annual enrollment numbers based on trends of new and returning registration year-to-year; provides school administration with analysis for class sizes and staffing needs.
6. Views FACTS tuition payment system regularly to monitor tuition payments; adjusts family balances during the year for discounts received, payments made in the office as well as students enrolling late or withdrawing early; transfers payment data from FACTS to RenWeb twice a month.
7. Oversees monthly tuition aging and collects on past due balances – communicates with families immediately once a payment is missed, follows up to ensure missed payments are received within stated deadlines per enrollment contract.
8. Oversees all aspects of registration during the year for enrollment of new and returning students; sets up charges in RenWeb, records payments, processes withdrawals.
9. Updates church staff discount spreadsheet monthly and records resulting transfers in RenWeb.
10. Serves as the key role in annual financial audit and works cooperatively with independent auditors to ensure processes are financially sound and documented, and that risks are minimized.
11. Participates in WASC Accreditation visits; document procedures and organization structure.
12. Maintains all accounting functions of RenWeb system; runs reports and processes during the month.
13. Approves all personnel changes as supported by the budget.
14. Provides summaries for all athletic accounts, ASB activities and other classroom funded projects.

15. Performs typical accounting duties (journal entries, bank reconciliations, deposits, A/P, reconciles tuition categories by grade level, calculates deferred revenue, depreciation schedules, prepaid accounts, etc.)
16. Prepares monthly financial report package and reviews package with CFO.
17. Creates and oversees special financial projects/reports as needed throughout the year for decision making needed by school Administration.

Priority Projects:

1. Implementation of 2012-2013 school year budget.
2. Clean up of tuition receivables and aging in RenWeb.
3. Develops a one-page financial overview sheet (similar to Church Dashboard).
4. Standardization and control of financial input to Renweb.
5. Implements financial pro forma for Primary and Jr/Sr High schools break-even points.
6. Develops written financial policy and procedures manual.

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 CFO.

Job Skills and Requirements:

1. Bachelor's degree (BA) or equivalent from four-year college or technical school in Accounting. Or five years related experience and/or training; or equivalent combination of education and experience.
2. Proven ability to interact in a consistently positive manner with external clientele, including, students, volunteers, vendors, visitors and guests, using a high degree of tact, diplomacy, discretion, flexibility, respect and courtesy in gesture and speech.
3. Ability to recognize and maintain confidentiality as appropriate.
4. Must possess strong computer skills, including proficiency with spreadsheets, databases, and financial/word processing software to include; Windows based software (Excel, Word, PowerPoint, FACTS, RenWeb, and Church Dashboard) Typing (45 WPM).
5. Strong attention to detail and accuracy, including excellence in oral and written communications to verbalize issues clearly, concisely, and competently in positive or negative situations.
6. Strong organizational skills, self motivated and flexible.
7. Ability to work in a high volume environment while maintaining solid productivity and quality of work.
8. 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. Must possess a servant's heart.
3. For all grievances, follows Matthew 18 and Ephesians 4:15.
4. Successful completion of both credit check, LiveScan and reference check.
5. Pleasant and professional personality and appearance. Staff should set a good, modest example to students by dressing in "professional casual" attire.
6. Adheres to policies and procedures as stated in the Rock Academy Employee handbook.

7. Regular attendee of a Rock Weekend service.
8. Regular involvement in Rock Church activities, ministries and events.
9. Attendance at all mandatory meetings (and events, as needed).
10. A tithe of 10% to the Rock.
11. Signed Acknowledgement of the Rock Church Statement of Faith.

Physical Requirements:

Physically be able to perform all duties required in a school setting, including being able to lift weight up to 25 lbs.

Employment At-Will:

All employees of the Rock Academy are at-will, and as such, are free to resign any time without reason. The Rock Academy likewise, retains the right to terminate an employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time.

No manager, supervisor or employee of The Rock Academy has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will. Only the Head Pastor/Principal of The Rock Academy has the authority to make any such agreement and then only in writing.