



Job Opportunity

Competitive

Position: Staff Accountant

Job Vacancy Notice#: RC 31-06

Location: The Rock Church – Accounting

Salary Range: Negotiable Depending on Experience

Employment Category: Regular Full-Time, Exempt

Opening Date: August 14, 2006

Closing Date: Open Until Filled

First Closing Date August 21, 2006

Area of Consideration: All Sources

Brief Description of Major Duties: The incumbent will be responsible for compiling payroll data, such as hours worked, taxes, 403(b) retirement, insurance, withholdings/garnishments from time sheets and other records. The accountant will also be responsible for providing support as necessary to pay the obligations and process deposits of the Church. 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. Prepares payroll journal entry. General Accounting Duties: Performs any combination of routine calculating, posting and verifying duties to obtain primary financial data for use in maintaining accounts payable. Clarifies any questionable invoice items, cost or signatures; obtains proper information and/or data regarding invoice payments. Assembles invoices to be completed for payment. Calculates all extensions and totals on invoices, reviews invoices and requisitions for satisfactory payment approval, checks vendor files for any previous payments. Maintains invoices and/or correspondence as necessary for files. Totals accounts and posts details of business transactions. Investigates issues and resolves problems with other staff members related to invoice/payment information, with a customer-service orientation and mindset. Processes and runs accounts payable checks, and obtains appropriate signatures. Periodically trains new staff on proper procedures for accounts payable invoicing, purchase orders, expense reports, and related paperwork. Prepares weekly church and ministry deposits. 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 Chief Financial Officer.

Qualifications & Requirements: Christ-centered behavior, i.e., treating people with dignity, respect, compassion and integrity at all times. Accounting Degree/Certificate is preferred but not required. Two years of payroll experience and at least 2 years of bookkeeping and accounts payable. 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.

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: visit the website at www.therocksandiego.org to download the application; 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.