

Job Description



ROLLING HILLS
COMMUNITY CHURCH

Title: Accounting Associate

Reports To: Director of Accounting

Date: 2/7/18

POSITION PURPOSE

Provides support for the accounting department. Be responsible for the timely and accurate processing of all Accounts Payable and Accounts Receivable transactions. Maintains donor software, AP vendor files and perform other bookkeeping and clerical duties in support of the Director of Accounting and Lead Administrative Pastor as needed.

RHCC CORE COMPETENCIES

- Accountability - I am accountable for my continued spiritual growth and development to be more like Jesus.
- Effectiveness - I am committed to the advancement of the Kingdom of God through building and maintaining effective ministry organizations and efforts.
- Service & Stewardship - I am committed to following Jesus' example in sacrificially serving with our time, talent and resources.
- Respect - I respect others' calling and demonstrate respect and self-control in all of our interpersonal interactions.
- Resolution - I will directly address and attempt to resolve all disagreements quickly and respectfully even if it involves the potential for conflict.
- Safety - I will actively contribute to a safe work environment that fosters creative thinking, sharing of ideas and the freedom to ask questions without reprisal.
- Unity - I will personally and publicly support leadership's final decisions and own the implications of those decisions with our attitude and actions.

ESSENTIAL JOB RESPONSIBILITIES

- Responsible for processing all Accounts Payable transactions including maintenance of Vendor Files, preparation of all necessary reporting (1099's) and Maintaining Operation Blessing records.
- Maintaining copies of invoices for Equipment, Work in Process and Prepaid's.
- Responsible for processing Accounts Receivables from all sources of funds, gifts and donations. Processing weekly offerings - collecting, sorting, counting, coding and entering the batches of checks, cash and online giving information into the donor software. Also responsible for maintaining donor records within the donor software.
- Responsible for maintaining Café sales records, processing deposits and balancing daily cash bags and Café petty cash.
- Works with Director of Accounting in providing information for the annual audit.
- Assist Director of Accounting in preparing and mailing the annual contribution statements to the donors.
- Assist in entering annual budget information into the accounting system.
- Ability to work with multiple projects, vendors and members with changing deadlines and milestones.

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- Other duties as assigned by the Director of Accounting or the Lead Administrative Pastor.

QUALITIES

- Personal Relationship with Jesus
- Spiritual Maturity (Gal. 5: 22-23)
- Willing to accept feedback and incorporate as well as demonstrates ability to change
- Adapts effectively to changing priorities
- Performs effectively in pressure situations

KNOWLEDGE/SKILLS/EXPERIENCE REQUIRED

- Minimum 2 years of bookkeeping experience, associate degree preferred or 3 - 5 years of related experience.
- Aptitude for detail and accuracy.
- Excellent oral and written communication, human relation, and problem-solving skills.
- Excellent self-management skills; able to work well collaboratively or independently depending on the need.
- Ability to adapt and excel in an ever-changing environment.
- Excellent computer skills, PC operating system, MS Office (Word, Excel, Outlook), and other software applications as required by position (Accounting Software).
- Excellent 10 Key skills.
- Cooperative servant attitude towards staff, members and volunteers.
- Ability to handle confidential information appropriately.

PHYSICAL/MENTAL ABILITIES AND PROCESSES

- Intermediate reasoning skills.
- General decision making abilities.