

Rolling Hills Covenant Church

Job Description

Title Accounting Assistant II		Reports to: Director of Finance	
Department Business Office	Effective Date June 1, 2020	Supercedes Date June 1, 2019	
Personnel Commission Signature	Human Resources Signature	Date May 12, 2020	
Our Vision: Valuing our strategic international location, our passion is to be a church family of committed disciples of Jesus as diverse as our community, who reflect the beauty and love of Jesus, and who urgently takes the Gospel of Jesus to our neighbors and to the nations.			

I POSITION SUMMARY

Provide assistance to the Accounting Department by processing various accounting task for RHCC and Preschool accounting operations. Perform any combination of following duties which include; calculating, posting, and verifying duties to obtain financial data for use in maintaining accounting records. Compiles and sorts documents, such as invoices and checks, substantiating business transactions. Verifies and posts details of business transactions, such as funds received and disbursed, and totals accounts, using calculator or computer. Computes and records charges, refunds, and similar items. Position requires periodic bending and lifting up to 20 pounds.

II PRINCIPLE DUTIES AND RESPONSIBILITIES

- Reconcile bank statements
- Routinely run financial reports for planning purposes as requested by various departments.
- Maintains and updates records of fiscal transactions using Excel and/or GP
- Prepare daily journal entry for GL transfers and bank transactions.
- Maintain worker's comp records for auditing.
- Assist with Quarterly Tax filings for IRS and Employment Development Department.
- Maintain data on excel spreadsheets, for hospitality, piecework, SSOPT, and Camp Expenses.
- Processes Payroll
- Maintain records of quarterly sales tax
- Maintain listing of Fixed Asset
- Maintain records semi-annual property tax payments
- Assist with various accounting tasks as needed.
- Process Accounts Payables and become proficient with account payable tasks.
- Assist with any accounting task to ensure department success
- Compile monthly reports using ShelbyNext and FSR information.
- Cross-train to become proficient in processing weekend giving.
- Maintain Accounting task procedures manual.

III GENERAL DUTIES AND RESPONSIBILITIES

A. Supports the RHCC Purpose Statement, Vision Statement and Core Values in the following ways:

- Spiritually mature as evidenced by observable walk with Jesus Christ as Lord and Savior.
- Commitment to the Bible as God's Word and the authority for Christian living above the values of tradition and culture.
- Commitment to the intentional cultivation of the inner life through worship, study of the Word, and prayer.
- Dedicated to ministering to people in a warm manner that leads to a closer understanding of the sufficiency of Jesus Christ.

IV LEADERSHIP AND SUPERVISION

1. Acts as a team problem solver by being an active member of the accounting department

V PERSONAL DEVELOPMENT

1. Attends classes, webinars and seminars to enhance accounting skills

VI SUPERVISION

1. Supervises: N/A
2. Supervisory Authority: N/A
3. Supervised by: Director of Finance

VII EDUCATION – EXPERIENCE – SKILL REQUIREMENTS

Minimum 3 -5 years accounting experience. Requires strong communication, customer service, inter-personal and organizational skills. Proficient in Microsoft Office applications, 10-key by touch intermediate level. Knowledge of Microsoft Business Solutions- Great Plains Accounting preferred. Bachelors Degree in Accounting or equivalent experience preferred.

Requires exceptional inter-personal, time management, and team building skills. Proficient word and excel processing skills. Requires intermediate knowledge of computer, email, Internet, and audio/video functions. Requires excellent telephone, verbal and written communication skills.

Reviewed and Acknowledged

Signature

Date: