



# ROLLING HILLS COMMUNITY CHURCH

ACCOUNTANT  
Franklin

## RELATIONSHIPS

DIRECT  
Lead Pastor of  
Business Operations

## GIFT/SKILL SET

Administration  
Organization  
Time Management  
Desire to Assist Others  
Self-Motivated  
Adequate Computer Skills  
Excel  
QuickBooks

## EDUCATION

Accounting Degree  
or Equivalent Experience

## COMPENSATION

Full-Time Exempt  
Salary Position  
Includes Benefits

## OBJECTIVE

The Accountant is responsible for completing various accounting tasks as assigned by the Lead Pastor of Business Operations.

## EXPECTATIONS

- To be a servant to the overall church body.
- To model the core values of RHCC.
- To be an excited and contributing member of the RHCC staff team.
- To be an active partner at RHCC involved in the overall life of the church body by actively participating in a small group and in all other church-wide events and functions.

## RESPONSIBILITIES

- Basic data entry for contributions and accounts payable for all campuses.
- Completing bank deposits, transfers, and reconciliations.
- Cutting checks for vendors and others.
- Recording of pledges and maintenance of pledge balances.
- Reconciliation and review of monthly credit card charges.
- Preparation of weekly management reports.
- Tenant invoicing and recordkeeping, and year end tenant calculations and billing.
- Month end analysis of accounts and financial report preparation.
- Preparation of monthly budget and actual reports for ministry leaders.
- The Learning Center deposits, invoicing, and recordkeeping.
- Year end contribution statements and preparation of Forms 1099.
- Filing, storage, and security of financial documents.
- Work in coordination with other accounting staff.
- Attend and participate in monthly all-staff meetings.
- Additional responsibilities as determined by the Lead Pastor of Business Operations.

## TO APPLY

Fill out [this](#) application and attach your resume.