



SKYLINE
C H U R C H

Helping people find and follow
Jesus seven days a week.

Position: Staff Accountant (Full Time)

Location: La Mesa, CA

Attendance: 4,000

THE ROLE

The Staff Accountant's full time role will be to assist the Finance Director specifically in the areas of income and balance sheet accounts. He or she is a trusted, highly proficient individual. They will provide high-level support in a wide range of duties required to advancing the goals of the finance department. In essence, the Staff Accountant will serve as a proactive backbone for the Finance Director and will work directly with his or her team with the sole purpose of supporting all things related to accounting/bookkeeping.

This requires a firm grasp of the beliefs, values, and strategy of Skyline Church and the ability to align with its mission, vision, purpose, core values, and core behaviors (Core Identity). The Staff Accountant will report directly to the Finance Director.

RESPONSIBLE FOR:

1. Modeling Biblical Priorities

The Staff Accountant is responsible for upholding Biblical priorities and core values of Skyline Church. They should represent a growing personal relationship with Christ. The Staff Accountant models a strong relationship with his or her spouse (if married) and children (if applicable). The Staff Accountant strives to fulfill his or her purpose while demonstrating integrity in words, relationships, and actions. These objectives are accomplished by:

- Committing to a daily quiet time with God.
- Setting appropriate boundaries to protect character and integrity.
- Developing personal evangelism opportunities with your Oikos outside the church.
- Supporting the ministries of Skyline Church by faithfully giving at least 10% of gross income.
- Adhering to and encompassing the qualities and characteristics required of Skyline Church employees, as defined by the Staff Handbook and Core Identity Book.
- Lead with a servant's heart, demonstrate genuine care and concern while acting with humility and integrity when encouraging the efforts of all team members (1 Peter 5:1-4).



SKYLINE CHURCH

2. Job Responsibilities and Duties

The Staff Accountant's responsibilities will cover a wide range of administrative tasks. These include but are not limited to:

- Weekly income bookings.
- Weekly cash report.
- Supervision of weekly deposit prep.
- Month-end closing entries, including retail-focused tasks such as inventory reconciliation, COGS bookings, and quarterly tax filings.
- Year-end closing entries such as fixed assets/depreciation along with management of external annual audits.
- Serves as a liaison for out-of-state campus pastors with all things income related.
- Bi-annual inventory audit oversight .
- Support of revenue centers; Café, Learning Center and Academy with sales and tuition receivables.
- Bank reconciliations.
- Monthly and Quarterly financial reporting for internal department leads, Senior Leadership and the Board.
- Ensuring compliance of document record retention.

3. Personal Characteristics

- Detail-oriented.
- Excellent problem-solving skills.
- Efficient, succinct, and always timely with high-level quality.
- Proactive vs. reactive.
- Exhibits high-level organizational skills.
- Ability to pivot from task to task.
- Ability to update daily on status of all projects.
- Quick responsiveness to any and all communication.
- Ability to maintain confidentiality.



SKYLINE
C H U R C H

JOB REQUIREMENTS:

1. Education and Experience

- BA Degree Preferred.
- 2+ years of accounting experience.
- Advanced to intermediate knowledge of Excel.
- Experience with QuickBooks online accounting software.
- Attends/willing to attend Skyline Church.

2. Physical Requirements

- Ability to sit or stand for extended periods of time.
- Ability to occasionally stand, stoop, bend, and kneel.
- Visual acuity to see printed and digital documents.

TO APPLY

Please submit resumes to Sarah Williams via email: swilliams@skylinechurch.org

11330 Campo Rd. La Mesa, CA 91941 | 619.660.5000 SkylineChurch.org



SKYLINE
C H U R C H