



# Redwood Gospel Missions

## Accounting Manager

Redwood Gospel Missions, in the grace and power of Jesus Christ, mobilizes our community to minister to the needy so that lives are transformed.

**Location:** 2447 Summerfield Road, Santa Rosa  
**Ministry:** Stewardship Ministries  
**Time Commitment:** Full Time  
**Supervisor:** Director of Stewardship Ministries  
**Also works with** Director of Stewardship Ministries & HR Manager

**Qualifications:** Degree or equivalent experience in Financial Management/Bookkeeping. Understanding of GAAP (Generally Accepted Accounting Principles.) Advanced long term experience with QuickBooks desktop versions. Experience managing full-cycle accounting including general ledger, bank reconciliations and financial statements. Intermediate proficiency in Microsoft Excel and Microsoft Word. Experience with payroll systems and processes; IBS payroll a plus. Familiarity with Accounting and compliance in a Non-profit setting. Knowledge and/or experience in Administration, Payroll and HR.

**Position Summary:** Performs or oversees all aspects of accounting, payroll, financial administration and compliance. Ensures accurate financial reporting in compliance with GAAP. Serves as primary controller of spending and budget management. Maintains financial records and reports.

### Duties &

### Responsibilities:

- \* This is a hands on position that includes daily tasks and attention.
- \* Accounting duties including, but not limited to A/P, A/R, payroll posting, sales and donation posting, journal entries; banking and cash flow.
- \* Tracks and reconciles all bank and credit card accounts.
- \* Prepares and posts any necessary monthly GJE adjustments.
- \* Prepares monthly financial reports for Treasurer (who presents to Board).
- \* Prepares Annual budget with assistance from all Dept. Directors.
- \* With Auditor, maintains records and tracks all fixed assets and depreciation.
- \* Prepares for and works with auditor on annual audit and 990 tax return.
- \* Annual filing of Welfare Exemptions, Property Tax filing, Professional Association filing (ECFA & CityGate), E-waste filing with State agencies.
- \* Sales Tax filing.
- \* 1099 reporting & filing.