



Redwood Gospel Missions

Accounting Manager

The 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 Exempt

Supervisor: Director of Stewardship Ministries

Team: Accounting Assistant, Dept. Directors, HR Manager

Qualifications

- Degree or equivalent experience in Managerial Accounting.
- Understanding of GAAP (Generally Accepted Accounting Principles.)
- Experience in full-cycle accounting including general ledger, bank reconciliations and financial statements.
- Experience in payroll systems & payroll accounting.
- Intermediate proficiency in Microsoft Excel and Microsoft Word.
- Familiar with accounting and compliance in a non-profit setting.
- Familiar with administration, payroll and HR.

Position Summary

- Ensures accurate financial reporting in compliance with GAAP.
- Performs or oversees all aspects of accounting, payroll, financial administration & non-profit compliance.
- Manages budget data entry, spending, financial records & reports.

Duties & Responsibilities:

- * This is a hands-on position that includes daily tasks and attention.
- * Accounting duties may include A/P, A/R, payroll posting, sales & 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 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.