



Redwood Gospel Missions

Accounting Assistant

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

Location: 2447 Summerfield Road, Santa Rosa
Ministry: Stewardship Ministries
Time Commitment: 20 to 40 hours per week
Supervisor: Accounting Manager
Also works with Accounting Manager & HR Manager

Qualifications: Basic knowledge of accounting and bookkeeping principles. Experience with Quickbooks or other similar accounting software. Proficiency in Outlook, Word, and Excel with at least intermediate level in Excel. Good with math and well organized. Effective written and verbal communication skills. Able to manage, multitask and meet deadlines. Able to handle confidential information with integrity and discretion. Familiarity with cloud-based systems and platforms.

Position Summary: Assist Accounting Manager with a variety of tasks including but not limited to daily banking, payroll and financial data entry, accounts payable, accounts receivable and file organization. Other administrative tasks as needed.

Duties &

Responsibilities:

- * Preparation of cash bank deposits.
- * Preparation of other misc. bank deposits.
- * Reconciliation and data entry for above.
- * Data entry and reconciliations for Thrift overnight bank drops.
- * Trips to bank and post office as needed.
- * Credit card data entry.
- * Learn payroll platform and assist with payroll as needed
- * Assist with Accounts payable as needed.
- * Maintain accurate filing systems (digital & physical).
- * Other assignments as directed by supervisor.