



Job Title: Finance Assistant / Bookkeeper / Finance Manager (exact title TBD)
Classification: Part-Time Hourly (exact hours TBD)
Supervisor: Director of Operations
Compensation: TBD

Redeeming Grace Church's mission and vision is to go into our world with good news to make and equip growing disciples of Jesus Christ, and to be a community that exalts, displays, and declares the gospel of Jesus Christ for the glory of God.

Overview: We are looking for someone to assist with finance-related duties at RGC. Depending on the skillset of the individual and the exact responsibilities that this person will take on, the job title and number of weekly hours may vary. Even if you do not meet all of the job requirements and/or do not wish to perform all of the job responsibilities listed below, but if you are still interested in serving in a finance-related role, please still apply and let us know!

Job Responsibilities:

- Process all incoming paper and email bills and invoices, ensure all bills and invoices are paid on time and charged to the correct accounts (i.e., Accounts Payable)
- Process all incoming donations, event payments, etc. in cash, check, or online form (via Planning Center), track and manage bank deposits (i.e., Accounts Receivable)
- Maintain petty cash fund used for on-site church transactions (e.g., member lunches, women's/men's breakfasts)
- Prepare year-end contribution statements for contributors
- Provide administrative support for FAC meetings and other finance-related tasks

Potential Responsibilities, TBD:

- Perform bookkeeping on Quickbooks; i.e., tracking all transactions, categorizing all transactions appropriately in our chart of accounts, managing our chart of accounts
- Manage and run payroll on a bi-monthly basis, including benefits contributions (e.g., housing allowance, insurance, paid time off, retirement)
- Prepare quarterly tax deposits and reports (payroll and bookstore) and annual tax documents (1099s and W-2s)
- Assist with preparation of the annual budget
- Assist with preparing monthly financial reports and other reports as requested by staff and ministry leaders
- Assist with providing information as needed to the external financial auditor annually
- Comply with local, state, and federal government reporting requirements

Job Requirements:

- Have personal faith in Jesus and the ability to affirm RGC's [Statement of Faith](#)
- Commit to and live out RGC's [Membership Commitment](#) and [Core Values](#)
- Possess good interpersonal skills and work well in a team environment
- Extremely detail-oriented and comfortable working with numbers and data, including the ability to quickly identify numerical discrepancies
- Maintain confidentiality of personal information

- Be disciplined, hardworking, highly organized, and able to track many moving tasks simultaneously
- Experience with Quickbooks, Planning Center Giving, and Bill.com or related financial softwares
- Experience in finance-related work (preferred)
- Member or regular attendee of RGC (preferred)

To apply, please complete our application form online here:

<https://rgcfairfax.org/careers>