

# Accounting Generalist

Full-Time | Non-Exempt | Central | \$32-\$36/hour

## WHO WE ARE

Working at Real Life Church is about so much more than a career—it is a calling. Our dedicated employees are the lead stakeholders in Real Life’s mission, vision, and values. We work hard to lead and develop Real Life Church ministries, helping people find and follow Jesus by being a church that unchurched people find irresistible.

## WHO WE ARE LOOKING FOR:

- A Christian who is, or is willing to become, a member of Real Life Church.
- An individual in agreement with Real Life Church’s Mission, Vision, Values, and Core Beliefs <https://reallifechurch.org/about/beliefs-values/>
- Someone who unreservedly embraces Real Life Church’s ethos as a church for unchurched people.

## OVERVIEW

Working under the direct supervision of the Chief Financial Officer, the accounting generalist will support the mission of RLC by preparing financial statements and reports, tracking payables and receivables, monitoring the church budget, and participating in other related financial activities.

## PRINCIPAL ROLE AND RESPONSIBILITIES

- Manage and maintain accurate financial records of the church.
- Performs general cost accounting and other related duties in the finance department.
- Prepares periodic (monthly) balance sheets, income statements, and profit and loss statements.
- Oversee donations processing and record transactions in the church’s accounting system.
- Prepare and file the church’s tax returns and other financial reports.
- Pay bills and manage church budget.
- Monitor and reconcile the church’s bank accounts and credit card transactions.
- Provide financial reports and analysis to church leadership.
- Ensure compliance with applicable laws and regulations.
- Additional duties, as assigned.

## Minimum Qualifications

- Bachelor’s degree in accounting, finance, or business.
- Minimum of 3 years of experience in accounting.
- Extensive knowledge of general financial accounting and principles and financial management.
- Proficiency in accounting software, such as QuickBooks
- Excellent organizational skills and attention to detail
- Strong communication and organizational skills

## **Physical Demands and Work Environment**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required:

- To talk or hear
- To use hands or fingers, handle or feel objects, tools, or controls.
- To stand; walk; sit; and reach with hands and arms.
- To occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus.
- The noise level in the work environment is moderate to loud.