



RAINIER VIEW CHRISTIAN CHURCH

RVCC Accounting Technician

This part-time position will work in our Finance Department. The expected hours are 3 days a week for at least 4 hours a day, Monday, Tuesday and Thursday.

The Accounting technician at RVCC carries out a range of practical accounting tasks, working towards the collation, checking and analysis of financial information, which is then utilized by the Finance Administrator. RVCC uses a fund accounting system.

Typical standard responsibilities include:

- Administering payrolls
- Bank deposits and reconciliation
- Maintaining personnel files
- Liaising with managerial staff, and colleagues
- Arranging payments for invoices
- Undertaking financial administration
- Monitoring financial transactions
- Bookkeeping
- Understanding and using various software systems and databases.
- Preparing accounts, reports, budgets, commentaries and financial statements

The Accounting Technician typically take on more complex tasks including:

- calculating end of year accounts, including 1099 reporting and verifying W-2's.
- consulting
- ensuring compliance with taxation legislation and GAAP
- advising on and controlling income and expenditure budgets
- background checks
- missions accounting

Key skills to be successful at RVCC:

- a thorough, methodical approach
- strong mathematical and problem-solving skills
- strong interpersonal and communication skills
- excellent commercial sense
- the ability to work as part of a team

An understanding of business practices gained through work experience is helpful.

To apply:

Submit a resume describing education and experience to debbiel@rainierview.org