

Redeemer City to City (CTC) is a non-profit organization that prayerfully recruits, trains, coaches and resources leaders who cultivate gospel movements in global cities primarily through church planting. CTC is based in New York City and works with affiliate and Hub City leaders throughout the world." All of this is done to help bring the gospel of Jesus Christ to cities. CTC New York City aims to support and catalyze church planters and leaders with the tools and resources they need to develop healthy churches through various training programs.

Redeemer City to City is a global organization that serves a diverse community. Men, women, and members of all ethnic groups are encouraged to apply.

JOB DESCRIPTION

Job Title: Coordinator, Finance
Reports to: Senior Director, Finance
Completion Date: March 7, 2023
Location: New York City, Remote

Exempt/Non-Exempt: Non-Exempt
Full or Part-time: Part-Time, 25hrs per wk.
Team: Finance
Compensation: \$47.00 Per Hour DOE

DESCRIPTION:

The Finance Coordinator works with the Senior Director, Finance, and the outsourced accounting team, to ensure accurate recording and posting of expenses. Core responsibilities include: review of invoices and expense reports and financial planning and analysis.

RESPONSIBILITIES:

- + Review accounts payable invoices and expense reports for proper coding and back up
- + Communicate monthly deadlines to staff
- + Prepare schedules required for the Form 990
- + Prepare schedules required for the annual audit
- + Assist Senior Director, Finance and department managers with the preparation of the annual budget
- + Work with budget managers on a quarterly basis to explain variances of actual costs to budget
- + Other financial reporting and data entry, as needed

EDUCATION AND EXPERIENCE

- + Bachelor's degree preferred
- + 3-5 years of bookkeeping or accounting experience
- + Experience with non-profit or fund accounting preferred

SKILLS

- + Proficiency in accounting and data management systems
 - o Microsoft Office and Google Suite

- General ledger, accounts payable and budgeting software
- Experience with CRM software preferred Salesforce a plus
- + Detail-oriented
- + Ability to work independently
- + Able to discreetly handle confidential information
- + Able to interact with many types of people and personalities
- + Time management skills with an ability to prioritize tasks
- + Highly motivated individual who is a quick learner and self-starter
- + Good oral and written communication skills

MISSION ALIGNMENT:

- Belief in the inerrancy of the Holy Bible
- Sold out on the mission to bring the Gospel of Jesus Christ to cities
- Alignment with RCTC values
- Adherence to RCTC Employee Policies
- Compliance with RCTC Policies regarding Intellectual Property

To apply, please send a cover letter and resume to Trisha Burgess, Senior Director of Human Resources, at trish.burgess@redeemercitycity.com.