



Job Description

Job title	Junior Accountant, Operations (Full Time)
Dept	Finance Dept
Reporting to	Senior Accountant
Date	Oct 16, 2025

Church Background

RHCCC is a Purpose-Driven church to carry out the five purposes of the New Testament Church: Worship, Fellowship, Discipleship, Ministry, and Mission. We are a multi-cultural, multi-generational, and multi-lingual (3M) evangelical church which ministers in English, Cantonese, and Mandarin. To learn more about RHCCC, visit <https://rhccc.ca/rhccc/e/>

Job Purpose

- a) You will report to the senior accountant and be responsible for accounts payable, payments, banking trips and banking inquiries.
- b) Your responsibility will increase to cover payroll input, recording deposits from various sources and offering data update.
- c) The Finance team manages an overall \$6M budgeted spending with directions from the Central Team and five Purposes ministries. The team oversees and partners with the church's Stewardship Committee which is composed of the Treasurer and various finance-related professionals.
- d) You will also collaborate with different volunteer teams in offering count and enquiry relating to all areas related to disbursement covered in the RHCCC Finance Handbook.

Reporting structure

This position reports to Senior Accountant.

Duties & Responsibilities

Accounts Payable

- 1) Using QuickBooks/QBO and PayEdge for direct deposit, e-transfer, and cheque payment.
- 2) Maintaining database of all suppliers, pastors & staff, and volunteers for payment issuance.

- 3) Co-ordinating with the four Officers, usually the Treasurer, who are all signing officers for payment release.
- 4) Monitoring fees charged by vendors.
- 5) Answering enquiries from all authorized e-Req. users.
- 6) Managing and recording payment for the medical building rental, management fees and reimbursements and related transactions.
- 7) Verifying submitted documents on requisitions, including clerical and legitimate sales taxes charges.
- 8) Educating authorized requisition users on claimable expenditures in accordance with RHCCC Finance Handbook.

Banking

- 1) Responsible for all banking trips, including deposits from offering via bank direct payment or credit card processing.
- 2) Process wire payment or other direct payment as required.
- 3) Verify cheque clearance status in QuickBooks/QBO against bank statements

Finance Handbook enquiry

- 1) Resolving any finance related questions from pastors, MAs, staff, and volunteers, or referring to respective Stewardship members.

Qualifications

- a) A mature Christian and commit to the philosophy, values, mission, and Tenet's of Faith of RHCCC.
- b) Matured and people-oriented servant leadership with good collaboration, team development, communication, planning, problem solving and patience.
- c) Demonstrated ability to prioritize, effectively manage and on-time tasks completion, well communication with colleagues and volunteer teams and ensure accountability for performance and results.
- d) Demonstrated ability to work effectively and develop relationships with all stakeholders/decision makers including pastors, colleagues, and volunteer teams.
- e) University or College graduate major in accounting.
- f) Minimum 2 years relevant working experience in a large private, public, or non-profit organization.
- g) Role model and support RHCCC's core values, purposes and cultivate the cultures we need to excel in the immediate and long term.
- h) Besides English, good command of spoken and written Mandarin/Cantonese is an asset.
- i) A good understanding of RHCCC's values and culture is an asset.

Working conditions

Your regular office hours are on weekdays, totaling 37.5 hours but can be flexible, but you are expected to be made available for meetings in the evenings and weekends when required.

Physical requirements

NIL

Direct reports to this position

NIL
