

DATE: January 2019

JOB TITLE: Missionary Finance Facilitator

Full-time hourly position with full benefits

WORK LOCATION: TEAM's Carol Steam, Illinois office

REPORTS TO: Manager of Missionary Finance

DEPARTMENT / FUNCTIONAL GROUP: Global Services / Finance

OVERVIEW

The job of Missionary Finance Facilitator exists as the bridge between the Finance department and the missionary. A Missionary Finance Facilitator manages the mechanics of payroll allowances and expense reimbursements, as well as individual support budgeting. This person is the face of finance for our missionaries, maintaining close contact with them and helping ensure that they are served well and know where to go to find answers to their finance questions as they relate to their pay and reimbursements. There is also a training component to the job. A Missionary Finance Facilitator helps train appointees at TEAM's Missionary Orientation and Pre-Departure Training events.

INDIVIDUAL PROFILE

The Missionary Finance Facilitator will be a believer in the Lord Jesus Christ, be in fellowship with a Bible-believing church and want to make a difference through involvement in world missions. This individual must personally embrace the purpose, vision, Biblical beliefs and values of TEAM.

PRIMARY RESPONSIBILITIES

- Demonstrate an attitude of love, compassion and respect to the missionaries we serve
- Work as part of a team which is responsible for maintaining and processing detailed transactions related to:
 - Missionary recommended and actual budgets
 - Missionary payroll, including changes in tax withholding, TEAP, etc.
 - Processing of expense reports in accordance with current policy and reporting of taxable expenses
 - Processing of journal entries reflecting monthly activity in work fund and other accounts
- Participate in financial training of candidates and missionaries at TEAM-related training events such as Missionary Orientation and Pre-Departure Training
- Assist with analysis of missionary accounts, recommending actions where individual missionaries are found to be in financial distress
- Help provide resources for and serve as liaison with missionaries on all financial issues
- Help provide support budget formats and documentation for all missionary and ministry area related accounts

- Help maintain necessary documentation to establish adequate support for international transfers/grants and payments to missionary and project accounts
- Assist in communicating with missionaries, appointees, short term workers and retirees about financial matters
- Help maintain current financial information for missionaries

REQUIREMENTS

The successful candidate will be an effective problem-solver with experience in customer service, data entry, and data management in a fast-paced, professional environment and must maintain confidentiality of privileged and sensitive information.

- Understand debits, credits and accrual based accounting
- Previous experience working in an Accounts Payable Department
- Proven ability to apply Generally Accepted Accounting Principles related to payables
- Professional written and oral communication skills
- Highly proficient in Microsoft Office, specifically in Excel
- Proven ability meet deadlines to produce high quality work product in a fast paced environment
- High level of integrity and confidentiality
- Able to process large quantities of data
- Meticulous attention to detail
- Disciplined with priorities
- Self-starter, with strong analytical and problem solving skills
- Personable, with a heart for service and a sustained positive attitude

PHYSICAL REQUIREMENTS (The work is performed in an office setting)

- Able to communicate appropriately and clearly in English both verbally and in writing with telephone callers, office visitors and co-workers
- Able to operate office equipment in order to send and receive information with necessary optical, auditory and manual dexterity (fax machine, copier, scanner, etc.)
- Able to use a keyboard and mouse to enter, retrieve or transfer words or data
- Able to work for extended periods of time at a computer, requiring the ability to focus on and read/comprehend information on a computer screen, basic typing to enter information and/or move from screen to screen on the computer to view information
- Able to sit at an office desk for extended periods of time
- Able to tolerate dust and fumes from general cleaning and maintenance procedures
- Able to perform basic mathematical calculations
- Able to display the reading skills necessary to proofread written materials
- Able to travel domestically and internationally, if needed.

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