



ABOUT THE EMPLOYER

TEAM - The Evangelical Alliance Mission is a global mission agency that partners with the local church to send missionaries and establish reproducing churches among the nations, going where the most people have the most need and proclaiming the gospel in both word and action. We envision the church transforming our world.

Founded more than 125 years ago, we partner with churches to send missionaries to work in evangelism, church planting, community development, healthcare, education, social justice, business as mission and many other areas of global missions. To accomplish these objectives, we subject our lives to the truth of Scripture, and we rely on God through prayer. God provides what is necessary to carry out world evangelization. While only God can save, we speak His words, use His gifts, and reflect His love. Without constant reliance on God through prayer and obedience to His Word, we can do none of these things.

TEAM is both an equal opportunity employer and a faith-based religious organization. We conduct hiring without regard to race, color, ancestry, national origin, citizenship, age, sex, marital status, parental status, membership in any labor organization, political ideology, or disability of an otherwise qualified individual. The status of TEAM as an Equal Opportunity Employer does not prevent the organization from hiring personnel based on their religious beliefs so that all personnel share the same religious commitment. Pursuant to the Civil Rights Act of 1964, Section 702 (42 U.S.C. [§] 2000e[-] 1(a)), TEAM has the right to, and does, hire only candidates who wholeheartedly and without reservation agree with [TEAM's Statement of Faith](#).

ABOUT YOU

Every candidate should be a believer in the Lord Jesus Christ who is in fellowship with a bible-believing church and **wants to make a difference through involvement in world missions**. This individual must personally embrace the [purpose, vision, beliefs, and values of TEAM](#). Must be humble enough to embrace tasks both glorious and fun as well as those that are mundane and not glorious.

TEAM STAFF COMPETENCIES

Interpersonal Skills

- Treats others appropriately with sensitivity and respect
- Resolves differences effectively and graciously
- Contributes to team cooperation among work groups

Communication

- Listens actively and asks for clarification as needed
- Expresses thoughts clearly in speaking and writing
- Selects the medium, forum and manner appropriate for the setting and culture

Adaptability

- Flexible with differing work styles and culture
- Receptive to new or additional assignments
- Responds constructively to changing conditions and setbacks

Servanthood

- Shows a commitment to serve for the good of others
- Ensures that actions meet the needs of the work context

Decision-making

- Considers differing points of view and seeks input
- Able to analyze facts, solve problems and make decisions
- Demonstrates prayerful discernment and good judgment

Task Management

- Demonstrates mastery of fundamentals required
- Takes Initiative that leads to effective results
- Plans and prioritizes workload for timely completion

Continual Learning

- Assesses and recognizes own strengths and weaknesses
- Maintains a growth plan and pursues self-development
- Regularly meets with a growth partner for encouragement



JOB DESCRIPTION

Job Title:	Missionary Finance Facilitator	Revised Date:	April 2019
Reports to:	Manager of Missionary Finance	Department:	Global Service/Finance
Work Location:	Carol Stream, IL	Job Classification:	Full-Time

JOB QUALIFICATIONS:

- Spiritually mature with a growing relationship with Jesus Christ
- Previous experience working in an Accounts Payable Department; Ability to apply Generally Accepted Accounting Principles related to payables
- Professional written and oral communication skills
- Highly proficient in Microsoft Office, specifically in Excel
- Able to easily maintain confidentiality and prudence in communication; High level of integrity
- A self-starter who has a track record of successful planning, execution and follow-through to accomplish agreed upon objectives
- 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

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

The following abilities are required for the position:

- Work at a desk in a office or home-office setting; Sit at an office desk or in a meeting room for extended periods of time
- Work for extended periods of time at a computer, requiring the ability to send and receive information with necessary optical, auditory and manual dexterity (fax machine, copier, scanner, etc.)
- Use a keyboard and mouse to enter, retrieve or transfer words or data information and/or move from screen to screen on the computer to view information
- Tolerate dust and fumes from general cleaning and maintenance procedures
- Strong written and verbal communication and interpersonal skills; comprehend and speak English.
- Display the reading skills necessary to proofread written material
- Perform basic mathematical calculations

JOB OVERVIEW:

The *Missionary Finance Facilitator* will exist 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.

KEY RESPONSIBILITIES:¹

- 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
- Strive towards continual advancement in staff competencies

¹ Disclaimer: The information in this job description indicates the general nature and level of work to be performed. This job description is not designed to contain or be interpreted as totally comprehensive of every job duty, responsibility, or qualification required by an employee assigned to this job. While employed in this position, an employee may be required to perform other assignments not listed in the job description.

Applications for employment are available online at <https://team.org/about-us/staff-opportunities/>. Inquiries may be made to:

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