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 shares the same. Pursuant to the Civil Rights Act of 1964, Section 702 (42 U.S.C. § 2000e(2)(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 workgroups

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: Assistant Controller

Revised Date: October 2019

Reports to: Controller

Department: Finance Department

Work Location: Carol Stream, IL

Job Classification: Full-Time

JOB QUALIFICATIONS:

- Accounting degree required, with CPA and/or MBA preferred
- Minimum of 6 years of accounting experience including knowledge and application of latest GAAP requirements
- A growing disciple of Jesus Christ, characterized by spiritual and emotional maturity
- Active in a Bible-believing church and motivated by a desire to make a difference by serving as part of a team committed to world missions
- Non-profit experience preferred
- Minimum of two years of successful experience managing accounting staff; Able to delegate & hold others accountable, mentor team members, and track development
- Possess excellent time management, organization, and communication; able to manage multiple projects simultaneously
- Highly proficient in the use of Excel and/or Google sheets, Word, and accounting software applications
- A “big picture” thinker who is able to work consistently at strategic levels and incorporate a superior knowledge of finance, accounting and related fields of expertise
- Have the highest level of integrity and maintain confidentiality of personal and other sensitive information
- Have a sense of humor and be friendly; interpersonal skills are as important as technical skills in this job
- Able to adapt to changing situations, Be an avid ongoing learner
- A self-starter, able to take initiative and accomplish results; Must complete projects with minimal supervision
- Have superb skills in using modern accounting and reporting tools (computer and internet)

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

The following abilities are required for the position:

- Work at a desk in an 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
- Walk, stand, stoop and kneel to file and retrieve files from cabinet drawers; use staircase multiple times per day
JOB OVERVIEW:
TEAM’s Assistant Controller needs to be an experienced lead for the Finance Department and the financial function of an international mission organization. The Assistant Controller needs to have a high level of accounting expertise and be a proactive strategic thinker who instigates and encourages innovation. Excellent and engaging communication skills (orally and written) are needed to enable this person to communicate about finances to both the financial expert and those who are inexpert. They must excel at analysis of financial activity, developing people, planning and executing projects, delegating work and consistently achieving desired outcomes.

KEY RESPONSIBILITIES:
1. Assist in managing TEAM’s accounting processes and finances, causing all accounting functions to be completed in a timely, accurate manner that complies with all applicable regulations and laws
2. Bring fresh ideas to TEAM’s accounting and finance practices to help TEAM be able to make the changes and adjustments needed to be effective and efficient in the area of finances. This will require careful analysis of current financial activity and ongoing learning from peer organizations and the marketplace
3. Promote friendliness, innovation and skill development among the staff of TEAM’s finance department, mentoring and assisting each one to become all that God intended her/him to be
4. Assist in overseeing TEAM’s financial operations, ensuring that these functions are performed effectively, efficiently and on time:
   - Accounting & Financial Reporting – including the core accounting functions of TEAM and the preparation of all financial reports
   - Missionary and Field Finances – including the handling of missionary payroll and the supervision of all field finance functions
   - Banking & Cash Management – including the development and maintenance of the outsource relationship for managing TEAM’s banking relationships
   - Accounting Operations – Including payroll, accounts payable, account reconciliations, and contribution accounting

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](https://team.org/about-us/staff-opportunities). Inquiries may be made to:

TEAM - The Evangelical Alliance Mission | 400 S. Main Place, Carol Stream, IL 60188-2407
Human Resources Manager | Ph. (630)326-3430 | Human.Resources@TEAM.org