

## TEAM | The Evangelical Alliance Mission

Human Resources Department  
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United States



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### ABOUT THE EMPLOYER

**TEAM - The Evangelical Alliance Mission** is a global ministry organization founded in 1890 that partners with churches to equip and send global servants who make disciples of Jesus Christ among the nations, leading to the formation of reproducing churches, going where the most people have the most need. We envision the church transforming our world, proclaiming the Gospel in both word and action.

To accomplish this purpose, we subject our lives to the truth of Scripture and we rely on God through prayer. God provides what is necessary to carry out His plan to build His Church among the nations. 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 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 the global advance of Christ's Kingdom**. This individual must personally embrace the [purpose, vision, beliefs, and values of TEAM](#).

### 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
- Embraces accountability for one's work and outcomes

#### 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

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## JOB DESCRIPTION

<b>Job Title:</b>	Finance Missionary Specialist	<b>Revised Date:</b>	September 2021
<b>Reports to:</b>	Missionary Specialist Lead	<b>Department:</b>	Global Service/Finance
<b>Work Location:</b>	Villa Park, IL	<b>Job Classification:</b>	Full-Time; Hourly

### JOB QUALIFICATIONS:

- Spiritually mature with a growing relationship with Jesus Christ
- Previous experience working in an Accounts Payable or Accounting 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; strong attention to detail
- Disciplined with priorities
- Self-starter, with solid 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 an 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; Sit at an office desk or in a meeting room for extended periods of time

## **JOB OVERVIEW:**

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

## **KEY RESPONSIBILITIES:<sup>1</sup>**

- Demonstrate an attitude of love, compassion, and respect to the global workers we serve
- Work as part of a team which is responsible for maintaining and processing detailed transactions related to:
- Recommended and actual budgets for global workers
- Payroll, including changes in tax withholding and deductions, etc. for global workers
- 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 global workers at TEAM-related training events such as Missionary Orientation and Pre-Departure Training
- Assist with analysis of ministry accounts, recommending actions where individual global workers are found to be in financial distress
- Help provide resources for and serve as a liaison with global workers on all financial issues
- Help provide support budget formats and documentation for all global workers and ministry area related accounts
- Help maintain the necessary documentation to establish adequate support for international transfers/grants and payments to missionary and project accounts
- Assist in communicating with global workers, appointees, short term workers and retirees about financial matters
- Help maintain current financial information for global workers
- Strive towards continual advancement in staff competencies

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<sup>1</sup> 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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