



Position Posting: Accounting Intern

Location: Aurora Office

Type of Role: Volunteer

Date: Fall, Spring, or Summer Semesters

Application Schedule:

Applications will be accepted year-round.

Instructions for what to submit:

- Resume
- Cover Letter
- Internship Application ([here](#))

About TEAM: TEAM - The Evangelical Alliance Mission is a global Christian ministry organization founded in 1890 that partners with churches to equip and send global workers who make disciples of Jesus Christ among the nations. TEAM is both an equal opportunity employer and a faith-based religious organization. For this reason, TEAM hires only candidates who wholeheartedly and without reservation agree with and live according to [TEAM's Statement of Faith](#). TEAM staff thoroughly embrace the [purpose, vision, beliefs, and values of TEAM](#).

About the Role: The *Accounting Intern* will assist in various functions of the finance department which consist of payroll, accounting and accounts payable. The intern will be assigned to projects that will give experience within these areas.

Key Responsibilities include but are not limited to:

- Meet with the Finance team in regular meetings for prayer, collaboration, reporting, planning, and administrative matters.
- Give honor and due diligence to TEAM's security protocols regarding "closed" information about global workers, their locations and ministry work, as well as internal TEAM documents.
- Review inventory listing and update accordingly
- Assist in creating payroll checklists for missionary payroll processing
- Move hard copies of W9 to electronic filing system
- Unclaimed property research
- Understanding the various tasks in the finance department
- Other accounting related projects

Qualifications of the Role:

This job requires an individual to be:

- Spiritually mature with a growing relationship with Jesus Christ
- Skilled relationally and able to demonstrate interpersonal skills that align with and reflect our core values
- Skilled communicator, both verbally and in writing
- Detail oriented, especially in accounting processes.
- A self-starter with the ability to meet deadlines and take initiative on assigned projects

Disclaimer: The information in this document indicates the general nature and level of work to be performed. It is not designed to contain or be interpreted as totally comprehensive of every job duty, responsibility, or qualification required by an intern assigned to this position. An intern may be asked to perform other assignments not listed here.