



Position Posting: Staff Accountant
Location: Aurora IL Office
Type of Role: Full-time; Salaried/exempt
Date: June 2026

About TEAM: The Evangelical Alliance Mission is a global mission agency that partners with the global church to send disciples that make disciples and establish missional churches to the glory of God. We envision the church transforming our world.

Founded in 1890, TEAM workers serve in a variety of ministry roles including evangelism, church planting, community development, healthcare, education, social justice, missional business, and many other areas of global ministry. 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 *Staff Accountant* supports the day-to-day accounting and financial operations of TEAM by processing financial transactions, maintaining accurate accounting records, reconciling accounts, and assisting with global worker and ministry financial administration. This role works closely with the Director of Finance and other finance team members to support the organization's accounting processes, reporting, budgeting support, reimbursement administration, and international ministry operations.

The *Staff Accountant* also serves as a support resource to global workers, ministry leaders, appointees, and staff by helping answer financial questions and ensuring financial processes are completed accurately, timely, and in accordance with organizational policies and procedures. This position requires strong attention to detail, organizational skills, customer service, and the ability to manage multiple priorities in a mission-focused environment.

Key Responsibilities include but are not limited to:

Financial Operations & Accounting

- Ensure reimbursements, advances, ministry-related financial activity, and accounts payable transactions are processed accurately and on time to support daily operations.
- Help ensure the accuracy and completeness of accounting records by processing and reviewing key financial transactions, including expense reports, journal entries, account transfers, support allocations, payroll-related activity, and related reconciliations.
- Maintain reliable financial information through timely bank and balance sheet reconciliations and support of monthly and year-end close procedures.

Global Worker & Ministry Support

- Provide responsive, service-oriented financial support to global workers, ministries, appointees, and staff, helping ensure finance-related questions and shared support requests are addressed with professionalism, compassion, and respect.
- Support accurate and effective budgeting for global and short-term workers through timely setup, updates, and ongoing maintenance.
- Contribute to training and orientation efforts that equip appointees, global workers, and ministry

personnel to navigate financial processes successfully.

- Promote financial integrity by monitoring ministry and global worker account activity and escalating concerns or discrepancies to the appropriate leadership.

Controls, Compliance & Stewardship

- Oversee corporate card administration to maintain appropriate access, support timely expense reporting, and strengthen accountability for credit card activity.
- Safeguard sensitive financial and personal information through consistent confidentiality, discretion, and responsible stewardship.

Collaboration & Continuous Improvement

- Strengthen finance operations by supporting process improvements, maintaining current documentation, and contributing to the development of effective procedures and workflows.
- Partner effectively with finance team members and other departments to advance organizational goals and meet operational needs.
- Pursue ongoing professional growth to expand accounting knowledge, strengthen effectiveness, and contribute more fully to the work of the finance team.

Qualifications of the Role:

- Spiritually mature with a growing relationship with Jesus Christ, actively involved in a local church
- Understanding of general accounting principles and financial processes, previous experience working in an accounting, bookkeeping, or finance environment preferred
- Bachelor's degree in Accounting, Finance, or related field preferred
- Strong professional written and verbal communication skills required, with a personable, service-oriented, and positive team-focused attitude
- Highly proficient in Microsoft Office, especially Excel
- Strong organizational, analytical, and problem-solving skills with attention to detail and accuracy
- Ability to process and reconcile large volumes of financial data, manage multiple priorities, and meet deadlines
- Ability to maintain confidentiality and exercise discretion with sensitive information
- Self-starter with strong initiative and follow-through

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 employee assigned to this position. An employee may be required to perform other assignments not listed here.

Additional details and employment applications are available online at

<https://the-evangelical-alliance-mission.apscareerportal.com/>

Inquiries may be made to:

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