



Grace at the Fray

Finance Administrator for Mission Agency Job Opening in Jenkintown, PA

Serge is a non-profit, mission-sending agency dedicated to sharing the gospel of Jesus Christ and bringing positive transformation to communities worldwide. We're seeking an Administrator to join the Finance department in the Home Office and support the CFO and Controller, facilitate Finance communications, handle benefits administration, manage audit cycle and renewals, and coordinate budget planning.

Part-time hours are 30 per week and include health insurance, retirement, and paid leave benefits. Qualified applicants will have experience in administration, computer systems and software, and data or project management; accounting experience or education is a plus. If you have a passion to advance the Gospel and the talent for this key role, we invite you to apply.

Responsibilities

- Provide focused, upper-management-level assistance, allowing the CFO, Controller, and department to focus on strategic priorities and goals
 - Manages outward facing communications for the Finance department.
 - Handles information exchange between executive leadership team, department heads, and the CFO and Controller, including weekly reports and maintaining group documents.
 - Coordinates Finance events including weekly and inter departmental meetings.
- Serve as point person on processes and technology issues for the Finance department
- Serve as liaison for the company regarding:
 - General company insurance renewals.
 - Annual cycle for retirement plans (non-discrimination testing, form 5500, pension audit, etc.).
- Serve as the Finance department hub for communications
 - Coordinate communication with our donor software through ticketing and phone calls.
 - Coordinate email communications with the field (missionaries) and website (donors).
 - Manage communication with other Home Office departments.
- Manage project initiatives for the Finance department
 - Complete state charitable registrations and annual report filings.
 - Manage the setup of workflow processes (invoices, project approval, reporting, etc.).
 - Assist in set-up of new endowment structure.

Requirements

- A personal relationship with Jesus Christ and genuine desire to work in a dynamic, mission-driven environment, applying one's knowledge, skills, and abilities to advance the Gospel.
- Bookkeeping or accounting experience is desired but not required.
- Accounting degree or coursework is a plus.
- Proficient with or ability to quickly master MS (including Word and Excel), accounting software systems, and various web-based applications.
- Demonstrates high attention to detail and accuracy with the ability to organize and prioritize work to meet deadlines and job expectations.
- Excellent communication skills for developing and maintaining strong, supportive relationships both within the department and the organization, and externally with vendors and donors.
- Familiarity with software such as SAP Concur, Abila MIP, Salesforce, and Donor software like Donor Direct, Donor Perfect, etc. is advantageous but not required.

To Apply, send resume and cover letter with salary requirement to Anita Wessner at HR@serge.org. For more information about our mission agency, visit www.serge.org.

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