



Grace at the Fray

## **Finance Administrator for Mission Agency** ***Full-Time 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 a full-time Administrator to join our Finance department in the home office. This department helps ensure our sustainability and supports our mission by stewarding financial resources with integrity, transparency, and strategic care.

The Finance Admin will perform administrative tasks, support project management, maintain donor relations, and manage files and digital records. Full-time hours of around 32 hours per week. If you have a passion to advance the Gospel and the expertise for this key role, we invite you to apply. Qualified applicants will have experience in administration, computer systems and software, and data and project management.

### **Responsibilities**

- Reconcile all organizational bank accounts to ensure accuracy and integrity of financial data
- Maintain and update general ledger and subsidiary ledger schedules to support monthly closings and financial reporting
- Generate timely and accurate financial reports from accounting systems to support internal reviews and annual audit readiness
- Assist in organizing and compiling supporting documentation for external auditors
- Monitor and respond to inquiries from departmental email accounts, including those from donors, field workers, and vendors
- Ensure prompt, courteous, and informative communication
- Schedule and facilitate Finance Team meetings, including preparing agendas and taking notes
- Represent the Finance Department in cross-departmental initiatives and communicate updates as needed
- Process donor account changes such as contact information and pledge updates
- Generate and distribute donation receipts and annual giving statements in accordance with IRS and donor preference
- Prepare and mail checks to the lockbox service provider and ensure timely processing of contributions
- Serve as backup for importing and reviewing lockbox transaction files, maintaining accuracy in donor records
- Manage and submit required annual filings for charitable solicitation and insurance renewals across multiple states
- Ensure timely compliance with financial regulations by gathering data, preparing documents, and tracking due dates
- Collaborate with Finance team members to develop and update training courses in the Learning Management System (LMS)
- Support onboarding and ongoing education by organizing clear, accessible, and current financial guidance
- Use Smartsheet to design, update, and maintain financial processes such as form submissions, approval workflows, and tracking tools
- Ensure workflows are efficient and user-friendly

### **Requirements**

- Personal relationship with Jesus Christ and a genuine desire to apply one's knowledge, skills, and abilities to advance the gospel, minister to others, and serve as needed.
- Commitment to Company Core Values, demonstrated in work and interactions.
- Bachelor's degree or comparable administrative experience.
- Excellent grammar and proofreading experience.
- Strong computer skills including mastery of or strong aptitude for learning MS Office (Word, Excel, PowerPoint), MAC OS, Google, Salesforce, MailChimp, Concur, and project management software.
- Effective time management skills, solid organizational techniques, and high attention to detail.



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- Embraces routine yet flexible and able to prioritize, accommodate, and adapt to unexpected changes in tasks and projects.
- Possesses strong interpersonal skills with an ability to engage, support, care, serve, and communicate effectively.
- Exercises a high level of discretion in handling sensitive and confidential situations and communications.

**To Apply**, send resume and cover letter with salary requirement to [HR@serge.org](mailto:HR@serge.org). For more information about our mission agency, visit [www.serge.org](http://www.serge.org).

5/16/2025