



Grace at the Fray

**Associate Accountant
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 Associate Accountant to join our Finance department in the home office. This department helps ensure our sustainability and support our organization and field workers in our mission. The Associate Accountant will be a critical member of the finance team focused on a redistribution of accounting and finance duties currently under resourced.

Responsibilities include but are not limited to the following:

Provide internal and external financial reporting

- Determine report content and meet deadlines to ensure compliance
- Prepare and distribute internal financial reporting
- Perform other duties as assigned.

Perform accounting functions

- Update finance and accounting policies and procedures
- Assist in preparation and submission of pension filings
- Managing the accounts payable process
- Learn and work with the preparation of payroll
- Data entry into accounting software (importing data, journal entries, etc.)
- Participate in financial audits
- Perform other finance-related tasks as assigned

Project initiatives for the Finance Department

- Oversee liability insurance renewals (not benefit insurance), Form 5500, and other annual financial compliance forms by obtaining and tracking necessary information.
- Assists the Finance department in creating new LMS courses and maintains existing LMS courses.

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.
- 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. For more information about our mission agency, visit www.serge.org.

October 29, 2025