

Department: Global Ministries

Reports to: Director of Global Ministries

Supervises: GM volunteers

Overview: Serves the GM Department and missionaries by managing the day-to-day financial operations of the department. This is a part-time role with regular, but flexible hours.

Duties of this Role

Primary

- Orients new missionary employees in GM financial procedures.
- Works with the Payroll and Benefits assistant in preparation and payment of the monthly payroll for missionary employees and sending them pay stubs by the 25th of each month.
- Processes all MERVs (Ministry Employee Reimbursement Vouchers) from the missionaries and sends payment to their domestic US bank account by the 15th of each month. This includes ministry related purchases, mileage reimbursements, and any taxable income requests from the missionaries. Informs missionaries of changes in mileage rates each year.
- Provides monthly updated financial balance reports to the missionaries by the 15th of each month following previous month end closing.
- Maintains close communications with missionaries to answer their questions about finances and project balances.
- Sends overseas wire transfers for missionary project funds by the 25th of each month.
- Files annual reports received from those using those project funds in ministry by March 1st of each year

Secondary

- Works with the Payroll and Benefits assistant in preparation and payment of biweekly payroll for GM office employees.
- Manages all GM bank accounts and classifies all GM data in QuickBooks. This includes transactions involving individual missionary accounts, Global Ministries general fund account, Communications/Promotions account, domestic and overseas projects funds, and reserve investment accounts.
- Performs accounts payable duties to keep bills paid for the GM department.
- Completes other related duties as assigned by the GM Director.

Tertiary

- Distributes updated financial reports to the GM board committee two weeks prior to the meeting.
- Files GM committee minutes and updates policy decisions that affect GM.
- Works with the board treasurer to manage the GM reserve investment funds.
- Prepares annual budget of GM for presentation to the board of trustees in cooperation with the GM Director.

Relationships with other departments

- Learns QuickBooks (QB) accounting software from IT Manager to become proficient in classifying all Global Ministry (GM) transactions.
- Performs interdepartmental transfer of funds under the supervision of the GM director.
- Attends weekly Chapel services, employee lunches, and special events, as schedule permits, for fellowship and good relations with members of other departments.

Job Qualifications

- Completed college education, preferably in finances, administration, or related topic. Prefer candidate with missionary experience.
- Sign the Liebenzell Ministries Doctrinal Statement, testifying adherence to the doctrinal position.
- English language fluency and ability in writing with style.
- Proven professional skills, evidence of good judgment, results driven.
- Strong project management and database management skills.
- High organizational commitment and professionalism.
- Creative, innovative, and intuitive.
- Able to establish and accomplish self-directed goals and objectives.
- Proficient in office technology – Word, Excel, PowerPoint, Outlook, and accurate use of email and digital communications.
- Has a valid driver's license and his/her own transportation.

Physical Demands and Work Environment

- While performing the responsibilities of the job, the employee is required to talk, hear, use their hands and fingers to operate office machinery, is often required to sit, stand, walk, reach with arms and hands.
- Vision abilities required by this job regularly include close vision, distance vision and peripheral vision.
- The noise level in the work environment regularly varies from quiet to moderate.