

Staff Accountant

Global Serve International

Location: Bradenton, Florida

Travel: Occasional domestic travel may be required for conferences, training, or organizational gatherings.



Why This Role Exists

At Global Serve International, we believe strong relationships, clear communication, and faithful stewardship help strengthen the work of the sending Church and advance long-term ministry of healthy church planting in unreached language groups.

The Staff Accountant exists to support the accuracy, integrity, and sustainability of the organization's financial operations. This role helps ensure financial transactions, account reconciliations, reporting, and related accounting processes are completed with care and consistency. By maintaining reliable financial records and supporting responsible stewardship of organizational resources, the Staff Accountant helps provide the financial foundation needed to support domestic staff, overseas missionary personnel, and ministry initiatives.

Through attention to detail, collaborative problem-solving, and a commitment to sound financial practices, this role contributes to the health, accountability, and effectiveness of GSI's global mission efforts.

Who We Are

Global Serve International exists to love the Lord with all our heart, soul, mind, and strength by actively engaging the local church, planting churches, and reaching the nations.

Our culture and work are shaped by these core values:

- **Faith-Filled** – Trusting God as we step forward with vision, even amid uncertainty
- **People Over Position** – Valuing people and relationships above titles, authority, or outcomes
- **Relationships Over Recognition** – Prioritizing trust, care, and long-term partnership over visibility or quick wins
- **Grace, Humility, and Collaboration** – Serving together with humility, learning from mistakes, and celebrating shared wins

These values shape not only what we do, but how we work together—especially in roles that require consistency, stewardship, accuracy, and relational care.

About the Role

The Staff Accountant serves as a key operational team member within the Finance Department and supports the organization's domestic and global operations through general accounting, account reconciliation, financial reporting, and payroll and benefits accounting support.

This role helps ensure financial records and reporting remain accurate, consistent, compliant, and timely across a complex international ministry environment. The Staff Accountant also supports budget and grant tracking, maintains reliable financial systems and documentation, and collaborates with finance team members, department leaders, and field personnel to promote sound financial practices.

What You'll Do

General Accounting & Transaction Processing

- Prepare and record journal entries, recurring entries, and other accounting transactions in Sage Intacct.
- Assist with the accurate classification and recording of income, expenses, payroll, benefits, and other financial activity.
- Review financial transactions and supporting documentation for accuracy, completeness, appropriate coding, and compliance with organizational policies.
- Maintain organized accounting records and supporting schedules.
- Research and resolve discrepancies in financial records in coordination with the appropriate finance team members.
- Support the timely completion of monthly accounting and closing procedures.

Account Reconciliation & Financial Controls

- Prepare monthly bank, balance sheet, and other assigned account reconciliations.
- Investigate and resolve reconciling items and discrepancies in a timely manner.
- Assist with the review of general ledger activity to ensure transactions are recorded accurately and consistently.
- Maintain appropriate documentation for reconciliations, journal entries, and other accounting activities.
- Support the implementation and maintenance of internal controls and established procedures.

Payroll & Benefits Accounting Support

- Assist with recording payroll journal entries and related transactions in Sage Intacct.
- Reconcile payroll-related accounts and investigate discrepancies between payroll reports and general ledger activity.
- Assist with tracking and reconciling employee benefit expenses, insurance billings, and other payroll-related costs.
- Support the accurate recording and allocation of taxable benefits and other payroll-related financial activity.
- Collaborate with the Payroll & Benefits Manager to ensure payroll and benefits transactions are recorded accurately and in a timely manner.
- Maintain confidentiality when handling payroll, benefits, personnel, and other sensitive financial information.

Financial Reporting & Month-End Close

- Assist with the preparation of monthly financial reports, account schedules, and supporting documentation.
- Prepare assigned general ledger reports and financial analyses for review by the Accounting & Reporting Manager.
- Support month-end and year-end closing activities, including journal entries, reconciliations, and account reviews.
- Assist with the preparation of annual financial reports, audit schedules, and supporting documentation.
- Help ensure financial information is accurate, complete, consistently classified, and available within established reporting timelines.
- Research unusual transactions or variances and communicate findings to the appropriate finance team members.

Budgeting, Grant Tracking & Field Support

- Assist with monitoring budget-to-actual activity and preparing supporting reports for department leaders.
- Help track grant funding, restricted funds, and related expenditures to support accurate financial reporting.
- Maintain supporting documentation for grant activity, fund allocations, and other designated financial transactions.
- Assist with reviewing expenses and financial activity to ensure appropriate coding and allocation to departments, projects, grants, and field budgets.
- Support the preparation and maintenance of field budget information within organizational financial systems.

Financial Systems & Process Support

- Use Sage Intacct to process, review, reconcile, and report financial information.
- Assist with maintaining accurate accounting data, financial records, and supporting documentation across systems.
- Follow established procedures for transaction processing, expense reporting, account coding, and financial recordkeeping.
- Identify opportunities to improve the accuracy, consistency, and efficiency of recurring accounting processes.
- Assist with documenting accounting procedures and updating process instructions as needed.
- Collaborate with the finance team to support system improvements, reporting needs, and the implementation of consistent financial practices.

Additional Responsibilities

- Provide support for finance department projects, reporting requests, and operational initiatives.
- Collaborate effectively with the Accounting & Reporting Manager, Payroll & Benefits Manager, and other cross-functional team members.
- Maintain confidentiality and exercise sound judgment when working with sensitive financial, personnel, donor, and missionary information.
- Perform additional duties as assigned by the Finance Systems Administrator.

What Success Looks Like in the First Year

Success within the first 12 months will include:

- Consistent, timely, and accurate accounting transactions, reconciliations, and financial reporting
- Improved accuracy, organization, and documentation of general ledger activity
- Reliable support for month-end and year-end closing processes, audits, and other deadlines
- Accurate tracking and allocation of payroll and benefits expenses, grant funding, restricted funds, and field budgets
- Strong collaboration and communication with finance team members and department leaders
- Increased efficiency and consistency in accounting workflows and financial systems
- Faithful stewardship of organizational resources and sensitive financial, personnel, donor, and missionary information

Rather than visibility or recognition, this role prioritizes faithfulness, consistency, and service—helping support the people and systems that strengthen long-term ministry effectiveness.

Who Thrives in This Role

This role tends to be life-giving and sustainable for someone who:

- Finds satisfaction in supporting others through operational excellence and behind-the-scenes service
- Values accuracy, consistency, and faithful stewardship of financial information
- Communicates proactively and collaborates well across departments and cultures
- Remains steady and trustworthy in high-detail and deadline-driven work
- Enjoys improving systems, processes, and organizational clarity
- Works with humility, professionalism, and relational awareness
- Thrives in environments that require both independence and collaboration

What We're Looking For

Personal & Missional Alignment

- Alignment with Global Serve International's mission and core values
- A faith-filled posture marked by integrity, humility, and stewardship
- A people-first mindset that values service, collaboration, and relational care
- A desire to support global ministry work through faithful operational excellence
- Emotional maturity and cross-cultural sensitivity when serving missionaries and staff

Skills & Experience

- Bachelor's degree in Accounting, Finance, or Business Administration
- 3–5 years of experience in payroll administration, benefits administration, or accounting operations
- Hands-on experience utilizing Sage Intacct
- Experience managing multi-state and/or international payroll processes preferred
- Strong understanding of payroll processes, benefits administration, and accounting principles
- Ability to maintain confidentiality and handle sensitive information with discretion
- High level of accuracy and attention to detail
- Strong organizational, analytical, and problem-solving skills
- Ability to manage multiple priorities and meet deadlines consistently
- Effective verbal and written communication skills
- Proficiency in Microsoft Office Suite, particularly Excel

Preferred (but not required)

- Experience working within nonprofit, ministry, missions, or international organizations
- Familiarity with missionary support structures or global payroll operations
- Experience with multi-currency transactions or international benefits administration
- Experience improving or integrating financial systems and workflows