

Southern Union Conference of Seventh-day Adventists

Two-Month Summer Internship with one Conference (Conference Program)

The Southern Union Conference solicits resumes on behalf of the local conferences in its territory for possible summer internship openings to juniors and sophomores and possibly freshman who have taken a few classes in the specific area of interest needed. The eight (8) conferences within the Southern Union Conference are Carolina, Georgia Cumberland, Gulf States, Florida, Kentucky-Tennessee, So. Atlantic, So. Central and Southeastern. These conferences can be assisted with a reimbursement from the Union for the following:

1. **Treasury** – This includes working in the conference office on special projects that the conference needs to do, or to help to do local church audits (reviews), or to relieve short staffs that need summer vacation time.
2. **Business** – This covers other areas than the conference office such as an Adventist Book Center worker (retail sales) or academy assistance in the treasury department, learning the summer functions of statement preparation, inventory or anything that the manager or treasury may need.
3. **Information Systems (IS)** – This is to help the department with design of projects of setting up new equipment, programs or systems in addition to maintaining the existing equipment.
4. **Communications** – This is to help the department with projects of design and or written materials, of setting up new equipment, programs or systems in addition to maintaining the existing equipment.

This program it is designed to enable the conference to observe the work ethic of the student worker with anticipation that if there is an opening upon graduation there is already a good foundation for employment. This benefits the student for possible employment as well as available references.

How to Apply: Contact one of the conference's treasury departments directly. Pre-graduates accepted.

Two-Year Internships with one Conference (NAD Program)

The North American Division (NAD) of Seventh-day Adventist also makes available for the local conferences a two-year business internship, and IT where the conference is reimbursed a portion of the intern's salary by the NAD and the Union. This is to be a much more structured program where the intern will be working alongside the accounting staff as one of the employees. There is no commitment for employment after the two years for continued employment but it gives great experience and a possible position if the conference wishes to retain the intern.

How to Apply: Contact one of the conference's treasury departments directly. Post-graduates accepted.

Two-Year Financial Leadership Internship (Southern Union Program)

This is a program to develop financial leadership positions and utilizes entities in an academy (financial plans and collections) and a conference (Fund and Trust Accounting) throughout the Union territory preferably in different conference locations. (See description of this program-attached)

If interested contact Dave Colburn, Undertreasurer Southern Union Conference of SDA
dcolburn@southernunion.com or 404-621-0555 cell. To apply, send resume to internships@southernunion.com.

Southern Union Conference

Two-Year Financial Leadership Internship Development Program

Purpose: To inspire individuals with competent financial skills to develop additional skills in the workplace that will fill responsible positions within the Seventh-day Adventist Church preferably in the Southern Union. This will be accomplished by exposing them to various work environments and organizations.

Intern Prerequisites:

Must be a Seventh-day Adventist with excellent character qualifications as evidenced by references.

Four-year Business, Finance, Accounting, Management or Marketing Degree from a Seventh-day Adventist College/University.

Must have had summer internship experience with a conference prior to this internship and be recommended highly by that organization.

Must have a passion for working for the denomination.

Must be willing to complete a two year plus program of diverse educational experience in various entities.

Must be willing to work in multi-cultural environment.

Must be willing to work in one of the following jobs as a goal at the end of this internship: There is no guarantee of employment by the Southern Union or the organizations last involved. If an organization hires this intern prior to completing of this internship there will be no commitment to the Southern Union or its entities.

1. Accountant or assistant treasurer in conference with anticipation of being a conference treasurer
2. Assistant or treasurer in a senior academy
3. Assistant or manager in an Adventist Book Center
4. General Conference Field auditor with desire to obtain C.P.A
5. Other related

Must have a vehicle for use during the internship

Must be accepted by North American Division Business Internship program.

Union will provide:

Payroll services as employer for the intern throughout the internship time period.

Base Salary according to denominational wage scale

Medical coverage

Moving expenses between assignments

Travel reimbursement for meetings as determined beneficial by the Union.

Monthly monitoring

Qualified entities for varied work experience in the Southern Union with rotations as needed.

Two weeks' vacation at non-critical times at the assigned entities.

Reading assignments for appropriate books.

Local Conference entities will provide:

Meaningful assignments for learning experience in parameters of internship guidelines.

Quality mentorship with constant feedback on Intern's development.

Must have experienced trainers

Must be shown to be a financially successful entity with good working capital and financial operation.

Must currently be using denominations accounting system AASI and APS

Assist in helping intern secure temporary housing.

Mileage, housing, and per diem payment for required traveling within the territory as requested by the entity.

Proposed Schedule: (1st year)

May 15-31 Union Orientation

Payroll setup
Outline the program
Explanation of Organizational structure
Visit Senior Academy graduation.

Intro to Denominational Accounting
Review of what the Union Departments do
Review Union office accounting

June 1- June 30 Local church Audits (if not already experienced during a summer program)

Field work
Write-up of audit reports
Meet with church boards
Learn local church software accounting program

July 1 – June 30 Academy Treasury

Year-end work for statement
Yearend inventory
Financial plans for students
Registration
Successful A/R collections follow-up
Learn software program
Assist in revised budget after school starts
Involvement in youth supervision
Assist and observe Academy Audit
Attend academy boards
Assist with Academy payroll for students and/or faculty

Proposed Schedule: (2nd year)

July 1 – June 30 Conference Treasury

Youth camp financial management experience

Accounting functions such as posting, check writing, receipting, invoicing, statement running

Assist with processing tithe and offerings for monthly remittances

Assist with conference budgeting

Assist with year-end statement preparation

Assist and observe conference audit

Camp meeting work participation

Learn all programs denominational accounting software, AASI and APS

Assist with running monthly and bi-weekly payroll

Accounting for Association to include:

- Plant fund accounting

- Annuity accounting

- Endowment accounting

- Trust accounting

Experience in trust field visits one week at minimum

Work with H.R. if present, one week at minimum

Attend Executive committee, Association boards, finance committees, church treasurer training,

Budget preparation meetings, staff meetings, and any other meetings deemed beneficial.

This schedule is a guide and may be altered as needed to maximize the learning experience of the intern as well as filing any urgent needs determined by the Southern Union Treasury department.

Any comments suggestions or concerns should be directed to the Southern Union Conference Treasurer or Undertreasurer.

Revised 11/2020