

*Position:* **Business Intern**  
*Employment Category:* **Full-Time, Non-Exempt (Hourly)**  
*Department:* **Treasury**  
*Reports to:* **Undertreasurer**  
*Work Location:* **Oregon Conference Office, Gladstone, Oregon**

**The Oregon Conference is accepting applications for the position of Business Intern from those who have either recently graduated or will graduate in the spring of 2021.**

**Job Overview:** The Business Intern will acquire experience in a multitude of business functions. This is a two-year position that will prepare the employee for a permanent full time position with any church organization upon conclusion.

**Responsibilities:** The Business Intern will be exposed to:

- Local church and school support
- Accounts payable
- Accounts receivable
- Financial statement preparation and presentation
- Budgeting
- Human Resources and Payroll
- Receipting and church tithe/offering remittance
- Banking and bank reconciliations
- Risk management and auditing
- Will and trusts
- Special projects as assigned
- Member/invitee of committees as assigned

**Required Skills/Abilities:** The successful candidate will have the ability to stay organized, prioritize, be able to multi-task, meet deadlines, and deal kindly and professionally with people on the phone and in person. This person must work well with our team and take direction and criticism in a positive manner. The Business Intern must have a passion for serving others, be able to work as part of a team, but must also be able to work independently.

Applicants must possess the ability to develop long- and short-term plans and programs to effectively evaluate work accomplishments. This employee must be able to establish and maintain professional and effective relationships with personnel, and have an advanced ability to clearly present facts and recommendations in oral and written form. The Business Intern must be results-oriented while maintaining a service-oriented philosophy. Additional qualities include the following:

- Practice confidentiality of information at all times
- Possess good communication skills
- Possess adequate working knowledge of General Accepted Accounting Principles (GAAP)
- Possess the ability to read, write, and speak English fluently
- Possess strong computer skills in various areas, MS Office, PowerPoint, and others

**Education/Experience:** A Bachelor's degree is required, preferably in Accounting or Business. Direct applicable experience, including in a supervisory role, may be accepted in lieu of scholastic achievements.

**Employment Conditions/Physical Requirements:** The majority of the Business Intern's time will be spent at their desk and working at a computer, but some lifting and moving of supplies and equipment may be required (generally less than

25 pounds). The Business Intern must have their own transportation and be able to make trips to the bank as needed or requested. Travel expenses will be reimbursed in accordance with Conference policy.

**Other:** The Oregon Conference hires Seventh-day Adventist Church members in regular standing based on religious preferences permitted by the United States Constitution and controlling law.

**Compensation:** The Business Intern will work approximately 38 hours per week. The pay range for this position is \$20.75 to \$26.59 per hour based on experience and education. Full-time benefits include paid holidays, vacation, and sick leave; health care coverage (medical, dental, vision, prescription); basic life and long-term disability insurance; 403(b) retirement plan participation (including employer contributions); and the option to voluntarily purchase supplemental insurance.

Interested applicants should submit a completed Employment Application, cover letter, and resume. The Employment Application is available on the [Oregon Conference website](#).

This information may be sent to the following address:

**Oregon Conference of SDA**

Attn: Human Resources

19800 Oatfield Road

Gladstone, OR 97027

Or you may send your application via e-mail or fax to:

[David.Perrin@oc.npuc.org](mailto:David.Perrin@oc.npuc.org)

Fax: (503) 850-3405