

South Central Conference of Seventh-day Adventists Auditing Internship

The South Central Conference Treasury Department manages the accounting operations for local churches and schools within five states, Alabama, Florida, Kentucky, Mississippi and Tennessee. SCC Treasury interns gain real world experience by performing the duties of full-time auditors and accountants. They manage projects independently and obtain constructive feedback from supervisors through a formal review program.

POSITION: The South Central Conference Treasury Department, located in Nashville, TN, is offering full-time paid internships to qualifying students during the summer. This internship is an excellent opportunity for an accounting student to gain exposure to the non-profit accounting sector. The summer internship will be approximately 14 weeks in length, commencing in early-May and ending in early-August. ***Applicants must have their applications and résumé to the Treasury Department by January 31st of the year in which the internship will begin.*** The applications will then be screened by the accounting department and individuals will be contacted for an interview upon receipt of application by February 15.

DUTIES:

(Auditing Intern) The duties will vary in accordance with the needs of the SCC Auditing Department and the skills and experience of the student. Generally, duties would involve auditing financial records, analyzing account information, training of local church treasurers, and generation audit reports and findings. The student will be able to attend certain training courses being held at the SCC Treasury Department to enhance their understanding of the internship and assist in their career development.

COMPENSATION: Compensation consists of a competitive salary, paid housing, per diem and mileage reimbursement while active on the job. Transportation to and from job sites must be provided by the student.

QUALIFICATIONS: The student should be majoring in Accounting; however, other business majors must have at least 12 hours of accounting courses. The student must have at least a college junior standing, be enrolled at least half-time, have a minimum GPA of 2.5 and strong analytical and communication skills, both oral and written. Experience with microcomputers is desirable, especially Microsoft Word, Excel, Corel WordPerfect and Quattro Pro.

HOURS: The working hours for the first week of the internship are from 8:00 a.m. to 5:30 p.m., Monday – Thursday and 8a-12n on Friday. Thereafter, interns will be expected to plan their hours of work in accordance with the normal work week and with the assigned work scheduled prepared by the head auditor.

LOCATION: This internship will be based out of the SCC Headquarters in Nashville, Tennessee, but will also offer an opportunity for extensive travel to various churches and schools within the SCC territory.

APPLICATION PROCEDURE: Submit the following materials to the Career Services department at your school. School officials or student should then forward the entire packet to the address listed below:

**South Central Conference Treasury Dept.
Attn: Sonja Crayton
715 Youngs Lane
Nashville, TN 37207**

Internship Packet Includes:

- A résumé
- A 1-2 page essay indicating background, interests, goals, and reasons for wanting to participate in program
- A letter of recommendation from a departmental faculty member within your major from your college or university
- 1-2 recommendations from faculty members outside of your major
- 1-2 recommendations from an employer and acquaintances
- Transcripts of college credits earned (original copy; include all academic years)
- SCC Auditing Application

DEADLINES: Applicants must have their applications and résumé to the Treasury Department by **January 31st** of the year in which the internship will begin.

SCC AUDITING Application

Applicant Name		School	
Address During School Year		Permanent Address	
Address:		Address:	
City:	Zip:	City:	Zip:
Phone:		Phone:	
E-mail address:			
Emergency contact:		Phone:	
Relationship:			
Work phone:			
I can receive calls at work: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, best time to call:			
Academic Standing			
January 20__ standing: <input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior			
Other (describe)			
Expected graduation date (month and year):			
Academic major or concentration:		Concentrated G.P.A.	
Academic minor or concentration:		Cumulative G.P.A.	
Honors:			
Relevant course work:			
Faculty sponsor:		Phone:	
Sponsor's Address:		E-mail:	
Faculty signature:		Date:	
Applicant signature:		Date:	

SCC AUDITING Application

Relevant Work Experience: Include additional experience in résumé.

Position: _____ to _____
(Beginning and ending dates)

Duties: _____

Position: _____ to _____
(Beginning and ending dates)

Duties: _____

Relevant Volunteer/Community Activities: Include additional experience in résumé

Position: _____ to _____
(Beginning and ending dates)

Duties: _____

Position: _____ to _____
(Beginning and ending dates)

Duties: _____

Relevant School Activities: Include additional experience in résumé

Position: _____ to _____
(Beginning and ending dates)

Duties: _____

Position: _____ to _____
(Beginning and ending dates)

Duties: _____

Computer Applications:

Spreadsheet/database

Other

Other Special Knowledge and Skills: (i.e., second language)

For Office Use Only – Please Do Not Write Within This Box

Date Received: _____
Documents Received: Resume Audit Application Essay Within Major Faculty Recommendation Letter
Outside of Major Faculty Recommendation Letters Employer or Acquaintance Recommendation Letters Transcript