

JOB DESCRIPTION

Upper Columbia Conference of Seventh-day Adventists

Job title: Business Intern

Department: Treasury

Classification: Full-Time (1-2 year internship)

Location: Upper Columbia Conference Office, Spokane, WA

Category: Hourly, Non-Exempt

Supervisor's title: VP for Finance

Date written/revised: April 2026

Pay Range: 70-80% (\$24.19- \$27.64)

POSITION SUMMARY: The Business Intern will support a variety of operational, administrative, and project-based initiatives for the Treasury Department within the Upper Columbia Conference (UCC). This role is designed to give the intern broad exposure to business operations within the Seventh-day Adventist Church.

AUTHORITY, ACCOUNTABILITY: This position reports directly to the Vice President for Finance and works collaboratively with finance and human resources staff across UCC, exercising responsibility within assigned duties in accordance with Conference policies and leadership direction.

ESSENTIAL JOB FUNCTIONS:

- Assist in designing and documenting a remote church/school financial review system.
- Perform financial reviews of churches and schools.
- Assist with Treasury department assignments and projects.
- Provide support to entities such as Adventist Book Center and Upper Columbia Academy.
- Collaborate with other UCC departments on projects, which may include experience opportunities in human resources, retail store environment and summer camp ministry.
- Other duties as needed or assigned.

KNOWLEDGE, SKILL, AND APTITUDE REQUIREMENTS:

- Recently graduated from a business, accounting, or finance program.
- A Seventh-day Adventist member in good standing.
- Commitment to the mission and values of the Seventh-day Adventist Church.
- Strong attention to detail and organizational skills.
- Proficient in basic computer applications (e.g., Microsoft Excel, Word).
- Willingness to travel within Conference territory.
- Ability to maintain confidentiality.
- Hold a valid driver's license and maintain a good driving record.

PHYSICAL REQUIREMENTS: Requires sitting, standing, bending and reaching. May require lifting up to 35 pounds. Requires manual dexterity sufficient to operate standard office machines such as computers, calculators, telephones and other office equipment.

WORKING CONDITIONS: Essential tasks are performed under normal office conditions with little/no noticeable discomfort. Work area is well lit and ventilated. Some travel may be required – must be able and willing to travel to entities across the Conference.

BENEFITS: As full-time, non-exempt, this position is eligible for the following benefits:

- Health Insurance - includes medical, vision, dental, and prescription drug coverage
- Retirement Plan - contributions and employer matching
- Long Term Disability
- Life Insurance - Group
- Paid Vacation Leave
- Paid Sick Leave
- Paid Holidays
- Employee Paid Supplemental Benefits

Upper Columbia Conference Idaho and Washington locations are not eligible for Unemployment Benefits.