

PACIFIC PRESS® PUBLISHING ASSOCIATION
JOB DESCRIPTION

POSITION: Business Intern

REPORTS TO: Controller

PAY RANGE: \$22.00 TO \$25.01

SUMMARY: This internship may last up to 24 months; during which, the Business Intern will gain exposure to the various business aspects of the company in order to learn the overall company concept as it relates to business and finance for Pacific Press and the Seventh-day Adventist Church. After the first 12-month period, the intern may be eligible to apply to open positions for continued employment.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Ability to learn the overall concept of the company, including the brand, customer, product goals, and other aspects of service
2. Understand the relationship between the company and the Seventh-day Adventist Church
3. Provide general accounting support
4. Help with accounts receivable management
5. Help with accounts payable management
6. Assist in the preparation of monthly financial statements and other required business and finance reporting
7. Provide support for the annual budgeting process
8. Assist with statistical analysis and other special projects in order to propose ideas and solutions to improve the company's operating efficiency
9. Rotate through divisions of responsibility and provides ideas to grow and improve the business
10. Engage with and provide service to employees, customers, and clients
11. Learn and become proficient in internal software systems
12. Maintain regular attendance at work and work overtime as needed
13. Comply with Pacific Press employee handbook guidelines
14. This job description is not intended to be all-inclusive; the Business Intern will also perform other reasonable related business duties as assigned by the Controller or Vice President of Finance

REQUIRED SKILLS/ABILITIES: The Business Intern must have a passion for serving others, be results-oriented while maintaining a service-oriented philosophy, and be able to establish and maintain professional and effective relationships. Must be organized, able to prioritize, multi-task, meet deadlines, and deal kindly and professionally with people on the phone and in person. Must work well as part of a team and independently. Can accept direction and criticism in a positive manner. Additional qualities include the following:

- Practice confidentiality of information at all times
- Possess good communication and presentation skills, both verbally and in writing
- Possess adequate working knowledge of Generally Accepted Accounting Principles (GAAP)
- Possess the ability to read, write, and speak English fluently
- Possess strong computer skills and be proficient in Excel

EDUCATION/EXPERIENCE: A Bachelor's degree is required, preferably in Accounting or Business.