

## Frequently Asked Questions

### International Internship Program – ACCOUNTING

#### What is the Samaritan's Purse International Accounting Internship Program?

The International Accounting Internship Program was established by the Samaritan's Purse Projects Department in 2006 for three primary purposes:

- To give interns exposure to international relief & development
- To train interns to be successful field accountants
- To recruit international field staff employees

#### Who qualifies for the program?

The program is designed for individuals who demonstrate the following:

- Solid Christian testimony and understanding of the basis of salvation
- Biblical training
- Frequent, regular involvement in church and/or missions
- Maturity and leadership
- Previous international experience and cultural sensitivity
- Calling to Christian relief & development
- Completion of a college degree in Accounting, Finance, or Business
- Employment experiences that reflect interest in accounting
- Reporting and research skills
- Ability to speak and write in English
- Proficiency in Microsoft Office with a thorough knowledge of Excel; (knowledge of other accounting software also helpful)
- Aptitude and willingness to apply accounting principles and to set an example of stewardship in the field
- Ability to be organized and detail-oriented
- Foreign language fluency for certain assignments (e.g. Latin America)
- Solid Christian references
- Willingness to serve where needed and willingness to consider future international employment with Samaritan's Purse

#### Do you have to be a United States citizen in order to apply?

Yes, accounting internship applicants must be United States citizens.

## **Can individuals who are married or who have children apply?**

Married couples have served as interns in the past, but placement depends, in part, on the assignment locations and whether or not a hosting field office has the capacity to accommodate a couple in terms of living arrangements. In a situation where a couple would like to serve, both spouses must apply and be accepted as interns (whether as accounting interns or otherwise). It is not possible for an intern to be accompanied by a non-intern spouse. Due to the short-term and sometimes transient nature of intern assignments and the fact that some locations are either unsafe or unsuitable for children, internships generally are not appropriate avenues of service for families. Samaritan's Purse is unable to provide childcare services.

## **How do I apply for an internship?**

You may download an internship application as either a PDF File or a Fillable Word Document on the Samaritan's Purse Web site and return it to Mr. Terry Harmon, Field Support Unit Manager via e-mail ([tharmon@samaritan.org](mailto:tharmon@samaritan.org)), via fax at 828-266-1049, or via regular mail (Samaritan's Purse, P. O. Box 3000, Boone, NC 28607).

**Please attach a cover letter specifically stating that you are applying for an ACCOUNTING internship.**

## **What is the deadline for applying?**

Due to the large volume of applications that we receive, in order to maximize processing and review time as well as placement consideration, we recommend that you submit an application 3 to 9 months in advance. Generally speaking, the earlier an application is received, the better the chance for placement. Later applicants may find that all available slots have been filled by the time their applications have been received. We recommend that you submit an application in either October (if you wish to begin an internship between January and June) or April (if you wish to begin an internship between July and December).

## **What is the selection process?**

Applicants are narrowed to groups of finalists. A limited number of those finalists will then be selected for telephone interviews. Intern placements will be determined upon completion of interviews.

## **Where are interns assigned? Can they choose their assignment locations?**

Locations may vary from year to year, and hosting field offices are selected on the following criteria:

- Field offices must have staff who are capable of leading, directing, training, and mentoring interns, both professionally and spiritually

- Field offices must have programs that encompass multiple sectors of relief & development in order to give interns broad-based exposure to the work of Samaritan's Purse

Applicants are welcome to state preferences for particular countries, world regions, or people groups, but Samaritan's Purse will determine final placements. We ask all applicants to be willing to serve where most needed.

### **Who do interns work with?**

Interns work alongside seasoned field staff, including other expatriates and national staff. The number of co-workers will depend on the assigned location and the size of its associated projects. Interns may be assigned in pairs.

### **What does an accounting intern do?**

Specific duties and expectations include:

- Assisting the Field Finance Manager with
  - Reconciliations of bank accounts and cash accounts
  - Coding of expenses
  - Entering transactions into accounting software
  - Preparing Requests for Funds
- Assisting Program Managers and Country Directors by
  - Learning about and advising regarding program budgets
  - Providing analysis of program financial activity
  - Generating budgets to actual reports
  - Visiting sub-office sites to become familiar with programs and project activities
  - Assisting with reconciliation of cash advances and sub-office Field Expense Reports

Expected outcomes and knowledge gained include:

- Understanding of Samaritan's Purse field accounting policies and procedures
- Working knowledge of the FARS (Field Accounting and Reporting System) and budgeting for programs
- Exposure to and insight into field project implementation
- Cultural awareness resulting from working closely with national staff
- Understanding of the importance of stewardship and providing a high level of accountability for our donors

### **What else is expected of interns?**

In most cases, interns interact with the local church, government officials, community leaders, and other non-governmental organizations and are expected to maintain a strong Christian witness to colleagues, beneficiaries, and the general public. Interns must be able to communicate and interact well with people of different cultural, educational, socio-economic, and linguistic backgrounds; be able to work under difficult, intense, and austere conditions; be good stewards of resources; possess a strong work ethic; and demonstrate adaptability, consistency, patience, and servants' hearts. Interns are required to report monthly to the Field Support Unit Manager, describing what projects they have participated in, lessons learned, etc.

### **What expenses are associated with the program and who pays them?**

Samaritan's Purse pays a minimal stipend, provides airfare and travel insurance coverage, and pays for immunization and travel document expenses. The host field office covers all ministry-related expenses, including housing, meals, and local transportation.

### **How are travel arrangements handled?**

The Projects Department's Field Support Unit arranges interns' flights to orientation and to the international assignment locations. Interns are responsible for transportation between their homes and departure airports. The Field Support Unit will coordinate with the host field office regarding in-country arrangements.

### **What pre-departure arrangements need to be made?**

All international assignments require a passport that is valid for at least six months beyond the projected return date. Interns are responsible for acquiring their passports. Some countries also require an entry visa. The Field Support Unit will assist with obtaining visas.

Interns begin their assignments by attending an organizational orientation and finance training at the Samaritan's Purse international headquarters in Boone, North Carolina and depart for the field immediately afterward.

Interns will receive detailed information regarding immunizations and medications at least 30 days prior to the orientation session in North Carolina.

Although Samaritan's Purse will provide travel insurance coverage for interns while they are serving outside of their home countries, interns must provide proof of personal insurance that covers them while inside their countries of citizenship.

### **Can interns continue working with Samaritan's Purse after their assignments?**

Although future employment is not promised or guaranteed, the internship program is one method of recruitment for international field staff (IFS), and interns who have successfully completed the program are strongly encouraged to apply for longer-term international employment with Samaritan's Purse.

**If you have other questions, please contact:**

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