



We are delighted you are considering an internship at Prairie Lakes Church! You can look forward to a challenging and rewarding year. Whether your passion is families, worship or administration, after spending a year with us, our goal is you will be more proficient with your skills, wiser as a leader and more mature as a follower of Christ.

Overview:

- You will be part of a cohort of 6-12 interns for the 2026-2027 academic year (August – May).
- You will be expected to invest a minimum of 10 hours per week during the semester.
- You will receive a stipend of \$1600 per semester.

Application Deadline: February 27, 2026

Specific questions may be directed to Human Resources
internships@prairielakeschurch.org.

Finance Intern
Central Services

This intern will report to the Finance Director.

Education, Experience and Skills Requirements:

- Pursuing a degree from a four-year college or university
- Exhibit evidence of a healthy and growing relationship with Christ
- Fully support the ministry philosophy of Prairie Lakes Church and its leadership team
- Possess strong communication skills
- Exhibit evidence of strong relational skills
- Possess a strong work ethic with a demonstrated ability to initiate and finish projects
- Experience in finance or accounting
- Experience with financial analysis, balance sheets, and data entry
- Familiarity finance and accounting concepts

Responsibilities:

- Assist in recording weekly offerings, tithes, and donations into the church's system, Rock
- Help reconcile balance sheet accounts
- Support preparation of monthly financial statements for church leadership.
- Maintain organized digital and physical financial files in accordance with church policies.
- Assist in tracking ministry budgets and identifying variances.
- Help process invoices, reimbursements, and credit card transactions in our digital system,

Ramp.

- Monitor spending against allocated budgets for ministries, events, and outreach programs.
- Support preparation of the annual budget by gathering data and updating budget templates.
- Help implement and maintain internal controls related to cash handling and financial procedures.
- Assist with preparation for external audits.
- Participate in staff or committee meetings as needed to learn financial workflows and church operations.
- Help analyze financial trends to support stewardship, fundraising, or capital campaigns.

Development:

- Personalized leadership coaching & development meetings
- One-on-one mentoring
- Personalized StrengthsFinder coaching
- Exposure to PLC campuses
- Attend retreats as scheduled