



WINTER/SPRING TAX INTERN

SUMMARY: An internship allows an accounting major the opportunity to assist in providing quality CPA services to the Firm's clients. A successful internship can lead to further internship opportunities and/or a full-time staff accounting position, if one is available, upon graduation.

- A typical tax internship consists of 15-20 hours Monday through Friday and lasts approximately 8 to 12 weeks, but ultimately depends on work load and the needs of the Firm.
- The intern work schedule will not interfere with class schedule.
- Formal and on-the-job training is provided in order to prepare an intern for their duties and responsibilities.

DUTIES AND RESPONSIBILITIES: Include the following and are required to perform this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Possesses knowledge of basic technical tax requirements.
- Assists with preparing simple to moderate individual, corporate, partnership, fiduciary and not-for-profit tax returns.
- Establishes a working knowledge of all computer applications used for tax return preparation.
- Becomes familiar with and adheres to the Firm's policies and procedures.
- Such other duties as may be assigned.

SPECIAL SKILL REQUIREMENTS:

- Proficient computer skills, including Microsoft Word and Excel.
- Must have good interpersonal and communication skills.
- Should have the ability to conduct himself/herself in a professional manner.
- Should be detail-oriented, have good organizational skills and possess the ability to be adaptable and handle multiple tasks.
- Must be a willing team-player

REQUIRED EDUCATION: Currently pursuing a Bachelor's Degree (and 150 credit hour requirement) or Master's Degree in Accounting from a four-year College or University while maintaining a minimum GPA of 3.0.