

WINTER/SPRING TAX INTERN



DEPARTMENT: TAX

CLASSIFICATION: PART-TIME, EXEMPT

REPORTS TO: PROFESSIONAL(S) IN CHARGE OF ASSIGNMENTS

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.

PHYSICAL REQUIREMENTS: All of the following physical requirements are those that may be necessary for an intern to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Sitting; standing; walking or moving throughout facility; driving (and valid driver's license); talking; seeing (specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus); hearing; feeling; bending or stooping; squatting or crouching; reaching; kneeling; pushing; pulling; lifting up to 25 lbs. Minimal safety hazards; general office working conditions. This job description may not list all the duties of the job. You may be asked by Supervisors, Managers, Directors or other firm management to perform duties outside of this description, but those that are typical to working in CPA firm environment. You will be evaluated in part based upon your performance of the tasks listed in this job description.

[2016]