Tax Internship – Spring 2018

Joel D Parks PC has 2 Intern positions available for the Spring of 2018. These positions offer hands-on experience to apply what you have learned in the classroom to actual assistance with tax preparation. The returns will consist primarily of individual and state returns, but you will have some exposure to partnership and corporate returns also. We will provide a great deal of on the job training that will start with basic imputing and evolve into significant tax preparation skills. The experience you gain with us can have a tremendous effect on your resume.

Job Description

- Organizing and scanning client information
- Entering client information for completion of individual and business tax returns
- Researching and assisting with specific technical issues

Qualifications

- Upper-level Accounting Major
- Completed Federal Taxation class (preferred/but not essential)
- 3.0 GPA or above
- Strong computer skills including the use of Excel
- Ability to work independently and transition to more difficult returns
- Ability to communicate effectively
- Have a professional attitude and presence

This is a paid position that requires a minimum of 20 hours per week, but can offer up to 40 hours during peak periods. Times are flexible based on school schedule and several Saturdays are available. The internship starts late January and lasts through April. We also offer a Summer Audit Internship that the right person could transition to from our tax position.

Please direct questions and resume to: david@joelparkscpa.com by January 12, 2017.