Seasonal Intern (January – April 2019)

SUMMARY

Energetic and growing CPA and financial advisory firm is looking for an out-going, service driven Seasonal Intern (Paid Position) to add to our amazing team. In this position, you will assist our clients and staff by providing professional support to our team members while learning valuable skills to assist in your future career in public accounting.

INTERN RESPONSIBILITIES/DUTIES:

- Assembling tax returns
- Readiness and willingness to learn tax related software
- Assist professional staff with gathering data for tax return preparation
- Responsible for the scanning of tax source documents, importing and reconciling results
- Filing tax extensions
- Run errands – post office, banks, clients
- Greet clients, answer the phone, and provide instructions to the clients
- Support professional team members with administrative tasks so non-billable time is kept to a minimum

ABILITIES:

- Must demonstrate problem solving skills and be able to begin with the end in mind
- Proficiency in Microsoft Word, Outlook, and Excel
- QuickBooks experience a plus
- Ability to work independently and as part of a team
- High level of discretion working with confidential information
- Preferably a junior or senior working towards an accounting major
- Should be able to work 20+ hours on a set schedule

Contact: Please send resume to jessica@teamcpa.net

About Us

We are a paperless company using state-of-the-art technology. You will gain experience with Thomson Reuters UltraTax, Practice, FileCabinet, and Workpapers software. Janney & Associates, CPAs, PC is a tax, accounting and financial advising firm located in Smithville, Tennessee. We work with individuals and small businesses to develop a deep understanding of their goals and implement tax and advisory solutions that fit their needs.