

*Adams, Habern & Gray, CPAs, PLLC
4500 South Lakeshore Drive
Suite 300
Tempe, Arizona 85282*

We are a small CPA firm in Tempe consisting of 2 female partners and a part-time administrative assistant. We use offsite CPA contractors during busy times.

- Our firm primarily provides tax services; the intern would not be preparing tax returns, but knowledge of tax forms would be helpful, as the job would require organizing tax data and printing or scanning tax forms.
- The intern must have excellent computer skills! We would provide training on specific software programs, but an understanding of computer file management and the ability to communicate by email is important.
- The position would pay \$12/hour but would offer no other employee benefits.
- The intern's hours can be flexible to work around school schedules, but we anticipate a total of 15 to 20 hours a week (which could include some weekend work, if available).

Although this position is largely administrative, the intern can take on more duties, if desired. For example, our current admin assistant has learned to prepare small tax returns and does data entry into QuickBooks. She helps with billing and managing our client database. This is not a requirement for the position, but we are glad to teach someone if they want to learn.

If you are interested in applying for this position, please email your resume and cover letter to cynthia.gemberling@scottsdalecc.edu.