

Spring of 2017 Internship Program:

Job location:

Biggs, Cagan, & Cherry PLLC
2601 E. Thomas Rd, Ste 10
Phoenix, AZ 85015

Paid Position:

\$12 - \$15 per hour DOE

Hours:

Our office is open from 8:00 – 4:30 Monday through Friday
We are flexible with scheduling your work days and times to meet your other commitments and the 80-hour semester requirements of SCC

Job Description for accounting position:

Our position will allow the student to gain a wide variety of public firm experience. You will assist with the preparation of individual, corporate, and partnership tax returns. You will also assist with monthly accounting services, including bank reconciliations, preparation and input of monthly journal entries, and compilation reporting for our monthly accounting clients. You will be exposed to QuickBooks and Sage accounting software. As well, as assist in the processing of our client's payroll and the preparation of sales tax and payroll tax reports. You will also assist with the research of tax issue that arises during the filing season.