



Tax Season Intern Job Description

- Location:** Christophel & Hagan, Ltd. – 3508 E. Indian School Rd, Phoenix, AZ 85018
- Hours:** Up to 20 hours per week with some flexibility – either M/W/Saturday or T/Thursday/Sat. (5 hour blocks on any of the days of the week; open Saturday 9-4pm and can work a full day Saturday)
- Duties:** Intern will work with client tax information and could do any of the following: Data entry of tax information, packaging of tax returns, scanning of tax documents, managing client portals, spreadsheet summaries of tax records, bookkeeping, client communications, and general office duties such as light phones, filing, and other administration.
- Dress:** Business casual/professional
- Skills:** No prior tax season experience is necessary but knowledge of Microsoft programs, excel, word, and outlook a must.
- Pay:** DOE - \$12-\$14 per hour

Job will end on April 15th after tax season closes out.***

***** There is potential for future employment based on availability.**

If you are interested in applying for this position please email your unofficial transcript (from <https://my.maricopa.edu/>), resume and cover letter to Cindy Gemberling at cynthia.gemberling@scottsdalecc.edu. For questions please call (480) 423-6384.