

Epstein Schneider, PLC

CERTIFIED PUBLIC ACCOUNTANTS

Intern Posting
Spring, 2017

Intern Position Available:

North Scottsdale CPA firm with opportunity for an eager, enthusiastic, and energetic Accounting student to prepare Individual Tax Returns, and assist with Administrative duties as follows:

- Data entry of prior-year tax return information to our software.
- Input and reconciliation of fixed asset depreciation and amortization schedules.
- Organization and scanning of information and documents provided by both entity and individual clients.
- Assembly of tax returns for delivery to clients.
- Review of client general ledger information to summarize items relevant to tax returns.
- Tax return preparation as skills develop.

Requirements:

- Experience with Excel required.
- Experience with QuickBooks preferred, though we will train a computer-savvy student.
- An ethical and professional attitude combined with the willingness to learn.

The term of this position will be from January 16th through April 15th, 2017. We will work with you regarding hours so there is no conflict with school.

Availability with a combination of Monday – Saturday hours, depending on school schedule

Compensation of \$15 per hour. Negotiable depending on experience.

Please email a cover letter and resume' to Cindy Gemberling at Cynthia.gemberling@scottsdalecc.edu.