

## Intern Job Description

Employer:

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*Florentino J Gonzales, CPA PC  
4025 S McClintock Drive, Suite 211*

*Tempe, Arizona 85282*

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The term of this position will be from January 15<sup>th</sup> through April 15<sup>th</sup>. The intern will work at least 80 hours. We are flexible with hours so there is no conflict with school. Monday through Saturday's with a wage of \$9.00 per hour. Location is at the office on McClintock and US 60 in Tempe.

The intern will assist in the administrative side of our income tax practice. Primarily scheduling; front desk operations; assembling of tax returns. There will be limited exposure to bookkeeping, accounting and income tax preparation. Office skills, tech savvy and be able to follow instructions. As I expect from myself and my employee.....the utmost in ethical conduct is required.

If you are interested, please email a cover letter and resume to Cindy Gemberling at [Cynthia.gemberling@scottsdalecc.edu](mailto:Cynthia.gemberling@scottsdalecc.edu).