



Tax Intern

Looking for full-time and part-time interns from January 11th-April 15th in both our Tempe and Scottsdale office locations. Pay is \$17.50 an hour. Must have reliable transportation.

SUMMARY

Tax Intern performs assigned tasks in the technical areas of an engagement or project to assist in the completion of client service work. Responsible for knowing and understanding the Firm's service approach, professional requirements and lines of business. As ability to assume greater levels of responsibility is demonstrated, more complex technical areas may be assigned. Supports the Firm's mission, vision and values by exhibiting the following behaviors: excellence and competence, teamwork, collaboration, innovation, respect, personalization, commitment and accountability.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Work Methodology:

- Ability to establish workload priorities and perform assigned tasks on engagements or projects in a timely manner.
- Understands assignments and follows instructions.
- Ability to analyze complex matters.
- Organizes and prepares work papers clearly, neatly, and accurately.
- Learns client's business as it relates to particular area or assignment.
- Ability to work independently.

Knowledge and Technical Skills:

- Knows federal and state tax laws.
- Ability to plan and prepare tax returns, monthly write-up services, and perform basic tax work as required.
- Uses Firm's technology
- Assists in research projects
- Performs other assigned duties, as requested.

Communication Skills:

- Demonstrates effective oral and written communication skills.
- Updates supervisor of job status and concerns.
- Gains client's confidence through responsiveness and effective relationships.
- Relates well with client service team and other Firm associates.

Service Approach:

- Applies Firm's mission statement to all aspects of service approach.
- Displays enthusiasm for work.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

EDUCATION AND/OR EXPERIENCE

Applicant must be enrolled and pursuing a masters and/or undergraduate degree in accounting and will be pursuing their CPA license in Arizona after graduation.

LANGUAGE SKILLS

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or government regulations. Ability to communicate, both verbally and written, progress achieved; problems identified; opportunities, anticipated needs of clients, etc.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, percentages, volumes, etc.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems as they may occur.

QUALIFICATIONS

To perform this position successfully, the employee must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required.

DISCLAIMER

This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The responsibilities, tasks, and duties of the jobholder might differ from those outlined in this job description and other duties, as assigned, may be part of the job.