



--Posting Dates--

Post Date: 02/3/2016

Closing Date: 02/15/2016

--Job Information--

Job Title: **Tax Intern**

Job Description:

Our Tax Intern will directly our Chief Financial and Human Resources Officer with the preparation of federal and state income tax returns for various partnership and corporations. This is a great hands on opportunity to learn a life-long skill of preparing a variety of business tax returns while working directly with a 20-year seasoned career Certified Public Accountant. You won't be handed off to learn from other inexperienced Staff with this opportunity!!!!

This internship is designed to be both educational and practical. In this position, the intern will learn how to take skills she or he may have acquired in school related to his or her particular areas of interest, and apply them in a professional setting. He or she will gain a better understanding of the role of an Accounting Department within a diverse organization and be better prepared to work in the arena of accounting. The candidate will also have opportunities to network with other InnSuites Hospitality Trust Accounting resources and learn more about the Hospitality business.

The Accounting Intern will learn the practical application of:

- Enter and maintain data in an Intuit based professional tax preparation software so that draft tax returns can be created
- Reconcile Generally Accepted Accounting Principles based Fixed Asset schedules to Tax Fixed Asset Schedules
- Create work papers detailing your work product
- Enter and maintain data in a Learning Fixed Asset systems and assisting with depreciation calculations
- Learn more about the public company filing processes
- Help develop key accounting schedules for certain portions of an upcoming 10-Q filing with the NYSE Mkt and Securities and Exchange Commission (SEC)
- Complete miscellaneous, special projects of the Accounting department as needed
- Assist with the implementation of a new payroll system and processes

Qualifications:

- YOU MUST BE VERY DETAILED ORIENTED!
- Proficient in Microsoft Office and internet applications.
- Preference given to students with 3.0 GPA or above.
- Proficiency with Microsoft Office Suite.
- Excellent verbal and communication skills



- Ability to handle extremely sensitive and confidential information
- Ability to work a minimum of 20 hours per week
- Internship begins immediately.

Pay: \$10 per hour.

Location: InnSuites Hospitality Trust, 1625 E. Northern Avenue, Suite #105, Phoenix, Arizona 85020

Hours: Flexible

InnSuites Hospitality Trust (IHT) is an unincorporated Business Real Estate Investment Trust (REIT) that owns, manages and provides marketing & trademark services to 1,250 hotels, primarily located in resort locations from the Pacific to Arizona to the Caribbean. IHT is traded on the New York Stock Exchange and is traded under the symbol "IHT". The company also owns hotels in popular destinations in the Western US, including Los Angeles/Ontario area, New Mexico and Arizona. InnSuites focuses on midscale Suite hotels providing high value in historically stable and expanding metropolitan markets.