

KPMG TRUST TAX INTERNSHIP JOB DESCRIPTION:

Duties:

1. Assist in the preparation of fiduciary and nonprofit federal and state tax returns under the direct supervision of experienced tax staff.
2. Organize and input client information into a database
3. Prepare specific portions of excel schedules for use in the preparation of tax returns
4. Demonstrate the ability to apply the accounting knowledge obtained through their college education.
5. Assist with the tax information hotline
6. Miscellaneous data entry projects.

Location:

2020 N Central Ave, Suite 700, Phoenix, AZ 85004

Hours

8:30-5:00

Pay

\$18-20/hour

If you are interested in applying for this position, please email your resume and cover letter to cynthia.gemberling@scottsdalecc.edu .