

JOB TITLE: Accounting/Tax Intern Spring 2018

JOBING DESCRIPTION: Local North Scottsdale CPA firm seeking an Accounting/Tax or Finance undergraduate student for paid internship for January 2018-April 2018. The firm will train on accounting software, tax software, some bookkeeping skills. We are looking to work with a student who is motivated to learn the practical side of their accounting or business studies.

SKILLS & REQUIREMENTS: Excellent verbal and written communication skills Must be able to work 20-25 hours per week - schedule is flexible. Must be able to work January 2018 - April 2018. Must be able to work on Saturday if needed. Strong problem solving skills, and attention to detail. Knowledge of basic accounting principles. Knowledge of Microsoft Office (Word and Excel). Ability work with Senior staff CPAs in a team environment. Ability to handle deadlines and priority changes quickly and efficiently.

IMPORTANT NOTES: Email resume and cover letter to Cynthia.gemberling@scottsdaleccc.edu

HOURLY: \$15 - \$18

CONTACT NAME: Mike OMalley
COMPANY: OMalley & Berberich CPAs PC
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