

Company Name: Redmond Coy & Associate PLC

Hours Days: M-F

Wage Salary: \$10-\$12

Job Title: Accounting Internship

Job Location: 7025 N. Scottsdale Road,

Job Description: The position will allow the potential employee to gain a wide variety of public firm experience. You will assist with the preparation of individual, corporate and partnership tax returns. You will also assist with monthly accounting services, including bank reconciliations, preparation and input of monthly journal entries and compilation reporting for our monthly accounting clients. You will be exposed to QuickBooks and Lacerte accounting software. As well, as assist in the processing of our clients' payroll and the preparation of sales tax and payroll tax reports. You will also assist with the research of tax issue that arises during the filing season.

Experience: Completion of accounting principles.

How to Apply: Email resume and cover letter to cynthia.gemberling@scottsdalecc.edu

Contact Name: Melissa Coy

Contact Email: cynthia.gemberling@scottsdalecc.edu