



Accounting Intern 2016 Tax Season

The position would start on about January 18th and would continue until May 2016. Possibly could become a permanent position.

The duties would be as follows:

1. Light Reception duties
2. Client Scheduling
3. File Room Management
 - a. Follow up on missing items to prepare return
 - b. Collection of E-file Forms and Submission to IRS and State
 - c. Scanning prior year returns to Server
4. Tax Return Assembly and Distribution to Clients

The pay would be \$10.00 to \$12.00 per hour depending on prior work experience. The hours would be 25-30 hours per week. We would work around their school schedule.

If you are interested, please email a cover letter and resume to Cindy Gemberling at Cynthia.gemberling@scottsdalecc.edu.