

Strategic Points is a boutique professional services agency in Arizona that offers top-tier comprehensive tax and financial services and highly personalized service for high-net worth entrepreneurs, investors and small business owners with multiple businesses and investing interests.

- Experience should include working knowledge of Outlook, Excel, Some QuickBooks skills and word, along with database and filing management.
- Equally important will be telephone skills, work well with clients, organization skills, ability to multi-task, and the ability to communicate effectively via E-mail.
- Work 24 hours per week. Can work around school schedule but days and times must be consistent. Must work in daytime hours. No time off from March 15 to April 15th.
- Business casual dress is required.
- As time and skill sets permit, intern will learn bookkeeping skills and possibly to prepare a basic tax return.
- Wage based on their skills coming into the job.

If you are interested in applying for this internship, please email a cover letter and resume to Cynthia.gemberling@scottsdalecc.edu.