



Accounting and Tax Internship

The chosen candidate will work as an assistant for a tax and accounting office. Perform a wide range of duties, including, but not limited to bank reconciliation, monthly account reporting, and some payroll. He/She will perform duties that will facilitate efficient operations from day to day, and provide good hands-on work experience. Ideal candidate will have basic accounting experience, computer skills, able to prioritize tasks, have excellent organization and time management skills, and the ability to work under pressure, all while maintaining a positive attitude and strong work ethics.

Experience and Skills Required:

- Microsoft Office & Excel
- Basic Accounting and Bookkeeping knowledge
- Ideal for business students
- Detail oriented and able to multi-task
- Ability to stay organized
- Basic Tax Return knowledge
- Knowledge of Xero Accounting Software preferred (**not** required)

Compensation:

- Based on experience

Hours:

- Flexible
- Approximately 20 hours a week, negotiable

Are you.....

- Superb in handling detail
- Loyal
- Hardworking
- Willing to learn
- A behind-the-scenes person
- A person who always follows through
- Comfortable in a small business environment where priorities change quickly

Do you have.....

- An interest and drive to learn the real world of business

If YES, then we would love to talk to you!

If you are interested in applying for this intern opportunity, please email a cover letter and resume to Cindy Gemberling at cynthia.gemberling@scottsdalecc.edu.