

Thomas S Holly CPA PLLC
3033 N 44th St Suite 272
Phoenix AZ 85018

2017 Spring Internship Program

We are a small CPA office, offering the right candidate the opportunity to gain a wide variety of public firm experience. The intern position will assist with monthly accounting services, including bank reconciliations, journal entries and compilation reporting as well as preparation of individual, corporate and partnership tax returns. We are looking for someone with strong computer skills, accounting and QuickBooks experience. The candidate should have the following skills:

- Excellent verbal and written communication skills
- Must be able to work 20-25 hours a week, with possible Saturday hours as needed.
- Must be able to work January 2017- April 17th, 2017
- Strong problem solving skills and attention to detail
- Knowledge of basic accounting principles
- Knowledge of Microsoft Office (Word and Excel)
- Ability to handle deadlines and priority changes quickly and efficiently

Compensation: \$12.00-\$15.00 per hour DOE

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