

Date of posting: December 10, 2018

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 24-30 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 position, please email your cover letter and resume to Cindy Gemberling at Cynthia.gemberling@scottsdalecc.edu.