

Job Title: Intern

FLSA Status: Non-Exempt

Department: Tax

Reports To: Senior Tax Managers or Owners

Hourly Rate: \$20

Summary: Tax interns work side by side with staff, managers, and owners with the responsibility of providing world class client service. An internship position provides an excellent opportunity to work in the field, where you will assist in preparing corporate, partnership, and individual tax returns and complete special projects utilizing various software programs.

Essential Duties:

- Assist in preparing individual, corporate, partnership and other types of tax returns and perform limited tax research, with guidance, from the person in-charge.
- Perform a range of accounting procedures.
- Gain exposure to a variety of industries through the tax preparation process.
- Engage in training to gain basic tax knowledge and become familiar with FredrickZink & Associates tax policies and procedures.
- Become familiar with and adhere to the Firm's policies and procedures.
- Perform other duties as assigned by the firm's partners or professional staff.

Job Qualifications:

- Working toward a BA, BBA, or BS in Accounting (must meet 90 credit hours).
- Completion of one upper-level tax course.
- Excellent written and verbal communication skills.
- Strong Microsoft Excel skills.
- 3.0 GPA or above in major is preferred.
- Ability to multi-task and work in a fast paced environment.
- Possession of strong organizational and detail-oriented skills.
- Ability to work independently on assigned task as well as to accept direction on given assignments.
- Able to work effectively with partners and staff members.
- Proficient computer ability relative to administrative programs, spreadsheets, tax preparation software, trial balance software, time entry, word processing, and internet research.
- Ability to analyze and reconcile accounting data.
- Strong interpersonal skills.
- Accurate, organized, and timely work habits.