



## JUNIOR TAX INTERN

### Job Posting

#### **Position Summary:**

The Tax Internship program is designed to provide a fulfilling educational experience for Junior and Senior undergraduate students. Interns will have the opportunity to obtain a general understanding of the tax function while preparing U.S. Federal income tax returns.

#### **Salary Range:**

\$23.00 hourly

#### **Education Required:**

- Undergraduate Juniors working toward a bachelor's Degree in Accounting (concentration in Tax a plus) or Graduate students working toward a Master's in Taxation or Master's in Business Administration (concentration in Accounting).
- GPA of 3.0 or higher (in major and overall)

#### **Duties + Responsibilities:**

- Learns to prepare detailed working papers as well as individual tax returns for review.
- May conduct some tax research for tax issues related to preparing returns.
- Strives to improve efficiencies of the tax preparation process.
- Maintains client confidentiality.
- Demonstrates good business judgment and professionalism in speech, dress and demeanor.
- Maintains a positive attitude, good communication and working relationship with support staff, colleagues and supervisors.
- Other tasks may be assigned by mentor/RC.

#### **Technologies:**

- Strong computer skills preferred, including proficiency with Microsoft Office suite

#### **Competencies:**

- Ability to maintain a high level of accuracy and confidentiality
- Excellent written communication skills including strong spelling and grammar
- Excellent verbal and interpersonal communication skills and present a professional image
- Must be organized and be able to set priorities while working independently



**Work Environment:**

Primary work location is an office environment with considerable time spent at a desk viewing a computer monitor. Workspace is relatively free from unpleasant environmental conditions, noise or hazards.

**Physical Demands:**

Primarily sedentary, lifting up to 10 pounds regularly. Continuously requires vision, hearing, talking, and keyboarding. Frequently requires multi-tasking, working closely with team members, fine dexterity for repetitive, detail-oriented work. Occasionally requires time pressures, frequent changes of tasks, moving between workspaces or meeting rooms, carrying, reaching, and bending or crouching.

**Disclaimer:**

The above is intended to describe the general content of the requirements for the performance of this job. It is not to be constructed as an exhaustive statement of essential functions, responsibilities or requirements.

**How to apply:**

If this sounds like the opportunity you have been searching for, we would love the opportunity to connect.

Learn more about SKR+CO at [skrco.com](http://skrco.com).