

## Advertising for Fall Term/Tax Season Interns

### Part-time Intern.

A local CPA firm has four openings for accounting interns during Fall & Winter Terms. Work primarily involves administrative support including copying and assembling documents for tax returns. Sophomore & Junior accounting students preferred, but all with accounting/tax interest or experience are encouraged to apply. No prior accounting/office experience needed. Must be detail-oriented, and have strong oral and written communication skills.

Must be available for two week training schedule in November 2014 with the actual employment start date in late January 2015.

Hours worked by employee are somewhat flexible around school schedules; intern must be able to work at least 12 hours per work week. Winter break availability is not required. Additional hours are required during weeks and/or weekends prior to March 15<sup>th</sup> and April 15<sup>th</sup> deadlines and during Spring break. Pay rate is at minimum wage.

Apply through Beaver Careers job posting #2902

or email cover letter and resume to: [Lauren@taxandwealthmanagement.com](mailto:Lauren@taxandwealthmanagement.com)

Contact person: Lauren Loeffler.

Deadline for application: 5:00pm Monday October 27th