ABOUT OUR FIRM

For years, 1040 Tax Service & Accounting has been providing quality, personalized financial guidance to local individuals and businesses. Our expertise ranges from basic tax management and accounting services to more in-depth services such as audits, financial statements, and financial planning.

1040 Tax Service & Accounting is one of the leading firms in and throughout the area. By combining our expertise, experience and the team mentality of our staff, we assure that every client receives the close analysis and attention they deserve. Our dedication to high standards, hiring of seasoned tax professionals, and work ethic is the reason our client base returns year after year.

This internship is unpaid for the first 20 hours, and paid thereafter at $12.00 per hour.

ABOUT THE POSITION:

The Tax Accounting Internship position is designed to provide interns with broad experience tax preparation functions with an emphasis on preparation of federal individual income tax returns, learning the tax return preparation process; and obtaining a general understanding of tax law. This is a paid internship.

PRIMARY RESPONSIBILITIES

- Assist staff in processing year end accounting information.
- Prepare payroll tax reports, coordinate workload to meet deadlines
- Prepare business and individual W-2, 1099, and other miscellaneous tax forms.
- Provide support to the Senior Tax Accountant with data entry for income tax returns.
- Provide basic individual tax support and preparation depending on experience/education.
- Assist staff to ensure customer service that exceeds customer expectations.

CANDIATES WILL HAVE THE OPPORTUNITY TO LEARN

- Personal, Corporate and small business tax preparation process and procedures.
- QuickBooks training.
- Payroll processing and reporting.

MINIMUM REQUIREMENTS

- Passion for doing impactful work, accountability for actions, initiative make visions a reality, integrity that places honesty and trust above all else, professionalism, and conscientiousness.
- Proficient with Microsoft (MS) Windows and Office products.
- Junior or Senior standing with minimum 3.0 GPA while working towards the achievement of a bachelor’s degree in Accounting, Finance, or a related field.

TO APPLY

Email cover letter and resume to: Bob Stuart, Owner at 1040taxman@gmail.com

Please note in your cover letter if you are Work-Study eligible.