Tax Intern

About Our Organization:
Block, Maughan & Associates, PLLC is a full-service accounting firm serving clients throughout the Walla Walla area, dedicated to providing our clients with professional, personalized income tax preparation and tax planning services.

About Our Firm
For years, Block, Maughan & Associates, PLLC has been providing quality, personalized tax and financial guidance to local individuals and businesses.

Internship Description
The Tax Internship position is designed to provide participants with a broad exposure to the tax function 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.

Responsibilities for Tax Intern:
Responsibilities may include providing assistance in the following areas of tax:

- Understanding of the workflow of a tax accounting firm.
- Preparation of the U.S. Federal and State income tax returns
- QuickBooks data entry and financial statement analysis

You will have the opportunity to work with systems like Ultratax CS, Filecabinet CS, Workpaer CS, & QuickBooks. You can expect to learn about these systems and processes that are important to running a tax firm.

Qualifications:
- Undergraduate juniors or above working towards a Bachelor's Degree in Accounting (concentration in Tax a plus).
- Proficiency in Microsoft , Excel, Word & Outlook
- Detail oriented and organized
- Strong communication skills
- Demonstrates core values of Integrity, Accountability, Teamwork and Innovation

Schedule and Compensation:
Interns should expect to complete 15 hours per week for 10 weeks during the term of internship. We understands the demands of class attendance and coursework, therefore we offer a degree of flexibility to our interns to ensure their continued success at University.

This is a paid internship

How to Apply:
Send resume and cover letter to: Sharon Bright
Tax Intern

email: sharon@blockmaughan.com
Reference Tax Intern in the subject line.

Block, Maughan & Associates, PLLC is an equal opportunity employer.