

Tax Preparation/Accounting Internship

K&J Accounting: 255 SW 153rd St; Burien, WA 98166

(206) 244-0491

Description:

The Tax Preparation/Accounting Intern will assist two to three tax preparers in duties related to Federal Income Tax preparation. The internship job duties would include: scanning, document collection, client phone contact, data entry and basic office work in a busy and deadline sensitive environment. Intern is not required to have any previous knowledge of tax preparation and will not be providing tax advice.

Our ideal candidate...

- Should have an interest and basic coursework in Accounting. Degree completion is not necessary but we are looking for someone currently pursuing a degree and career path in Accounting.
- Is someone who doesn't get flustered easily and can manage time effectively while working on multiple tasks simultaneously.
- Will have excellent customer service skills both over the phone and in person.

Required skills:

- Microsoft Office
- Basic math proficiency
- Some relevant college coursework completed

Term of Internship: 5 months, may be extended. 20-40 hours per week. Work hours to be mutually agreed upon at time of hire. Desired start in mid-December

Note: This is a paid internship, compensation DOE to be discussed during interview process. Alternatively, internship may be used to earn credits to fulfill degree requirements for some programs.

Application process:

Interested applicants should submit a resume and letter of inquiry to:

Jason Soper, CPA jason@kjaccounting.net