

## Accounting Program Student Internship for Sophomore or Junior

**We offer an experience-gaining internship and a career ladder opportunity.**

**If you're taking accounting courses & have the following skills, this internship may be you:**

- Detail oriented
- Enjoy working with numbers
- Work well in a team environment
- Accept direction as needed
- Strong communication & interpersonal skills
- Strong working knowledge of Microsoft Word, Excel, Outlook and Adobe

Our internship is an **in-office** experience with a minimum of 20 hours per week

- We are located in Edgewood, just off the parkway ramp & before you get to Regent Square
- Parking is free in front of our building and on the street
- Public transportation is available <https://www.portauthority.org/schedule-finder/>

We offer:

- \$16/hour to start
- Opportunities for a career path & growth
- Flexible schedule
- Comfortable work environment
- Professional development and on-the-job training
- Supportive team environment

This position is designed to provide longer-term internship & career options.

Here's an overview of starting career-ladder responsibilities & opportunities:

- **Initial - Level I**
  - Answer telephones & occasionally greet clients & other visitors [most meetings are virtual]
  - Assist with accounts payable, computerized billings, mailings
  - Copying, basic scanning, binding, maintaining logs, organizing & retrieving materials, preparing forms, envelopes, labels,
- **Next Steps - Level II**
  - Preparation of engagement letters & contracts
  - Collating tax returns & financial statements
  - Scanning tax documents for tax preparers
- **Other Possibilities - Level III**
  - Client bookkeeping
  - Tax Return Preparation
  - CFO on Demand projects
  - And more....

For over 80 years, CrawfordEllenbogen has specialized in providing comprehensive, professional services for closely-held businesses, non-profits, families and individuals – clients for whom business is personal, and the *bottom-line* is always *top-of-mind*.

**For more information, please visit our website: [www.ce-cpa.com](http://www.ce-cpa.com)**

To apply, simply email your resume along with a cover letter to [admin@ce-cpa.com](mailto:admin@ce-cpa.com)