

Accounting & Tax Internship for a Sophomore or Junior

Discover the excitement of being an accountant: a practical, hands-on learning experience including training opportunities with seasoned professionals. Combine the thrill of working with technology **and** numbers to help make a difference in clients' lives. Learn new skills that are always in demand.

This internship starts in June and continues throughout the year. It is designed to provide a longer-term position throughout your college years, as well as continuing career options. For qualifying interns, we offer assistance paying for a master's degree.

If you're taking accounting courses & have these skills, this internship may be for you:

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

Our internship is an **in-office** experience with a required **minimum of 20 - 25 hours per week**

- We are located in Edgewood
- 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: qualified interns may work a hybrid, remote schedule, as agreed upon
- Comfortable work environment
- Professional development and on-the-job training
- Supportive team environment

Possible intern responsibilities & opportunities:

- Answer phones & occasionally greet clients & other visitors [most meetings are virtual]
- Assist with accounts payable, computerized billings
- Copying, binding, maintaining logs
- Preparation of engagement letters & contracts
- Collating tax returns & financial statements
- Scanning tax documents for tax preparers
- Client bookkeeping
- Tax Return Preparation
- CFO on Demand projects
- And more....

Since 1941, 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

To apply, simply email your resume along with a cover letter to admin@ce-cpa.com