



201 Church Street
LaGrange, GA. 30240
706-884-7331
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Accounting Internship

We are looking for an accounting intern to join our team. The ideal candidate will have experience with basic accounting skills and be enrolled as a senior majoring in accountancy or related field. Our internship provides an opportunity for students to gain practical experience with tax preparation on-site. The intern will work with a team of accountants to assist in the preparation of tax returns. Students typically average 10-12 work hours per week, but hours are flexible depending on class schedule. We pay our interns at an hourly rate of \$12.50 per hour. We will also coordinate with school educators, if course credit is offered through a degree program. Beginning and ending dates for this internship are set to match semester schedule.

Responsibilities

- a. Assist with workpaper documentation for client audits/reviews/compilations consisting of:
 1. General ledger account analysis
 2. Tests of clients' controls
 3. Analytical procedures
- b. Assist with tax workpapers, audits, and preparation of individual income tax returns consisting of:
 1. Summarizing client tax return documents
 2. Analyzing general ledger account
 3. Posting tax documents to tax preparation software
- c. Assist the Client Accounting Services department with the following:
 1. Posting of client transactions to general ledger
 2. Reconciling Bank Account transactions
 3. Making payroll tax deposits
 4. Creating sales tax summaries

Skills Required

- a. A basic knowledge of accounting formulas and terms
- b. Excellent communication skills
- c. A desire to learn and take initiative with problem solving
- d. Ability to enter data into our internal accounting software