



Multistate Tax Resources, LLC

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Part-time/seasonal internship opportunity – Spring 2022 Tax Internship

Intern will be responsible numerous accounting related responsibilities such as:

- Assist firm associates in gathering and organizing necessary information for completion of required documents
- Respond to client and firm associate requests in a timely, accurate, positive and professional manner
- Proactively identify improvement opportunities in processes to enhance efficiency
- **NOTE: Interns will receive experience in tax***

Tax Specific:

- Understand and effectively use current tax and accounting software applications.
- Research tax related issues and other related financial reports
- Prepare individual income tax returns in accordance with firm and professional standards as directed by team leaders.

What You will Gain:

- First-hand experience while working side by side with professionals from all levels of the firm
- Gain hands-on experience in tax work, and related software applications
- Work as an individual contributor and as part of a team to support client engagements
- Gain exposure to a variety of clients and industries ranging from small businesses to large corporations
- Develop administrative, professional, and interpersonal skills to the extent of being able to organize, analyze, and communicate with others in a productive and efficient manner

Qualifications:

- Pursuing a degree in Accounting (completion of corporate or individual taxation class is preferred)
- Above average competency in accounting as demonstrated by college GPA;
- Ability to think independently and make good decisions based on education and experience
- Good communication and interpersonal skills to effectively communicate with clients and staff
- Ability to prioritize work, follow through on requests, take initiative and meet deadlines

Multistate Tax Resources is an equal opportunity/affirmative action employer. All candidates will receive consideration for employment without regards to race, creed, color, religion, national origin, sex, age, marital status, sexual orientation, gender identity, citizenship status, veteran status, disability, or any other characteristics protected by federal, state, or local laws.

Paid Internship. Begins Mid-January and runs through April 15, 2022.

Send resume and cover letter to: Tracee Gallo - tgallo@multistatetaxes.com – (406) 465-0193 (cell)
