



Trainee/Internship Program Offer

(10752) Accounting & Tax Program – Brooklyn, NY



Program Duration: 12–18 months
Compensation: \$16.00 per hour
Hours: 32-40 hours per week
Housing: Not provided
Number of Position Offered: 1

Host Company Description:

The host company is a reputable tax preparation and financial services firm known for its personalized approach to client needs. They specialize in individual and small business tax preparation, ensuring compliance with local and federal tax regulations. They are experienced in navigating complex tax situations, offering services like tax planning, audit support, and year-round assistance.

Program Description:

- Assisting accountants with accounting services
- Assisting with tax preparation process
- Data collection and recording
- Communicating with clients and other team mates as necessary
- Other duties as assigned

Applicant Qualifications:

- To apply for the **Internship** program, applicants must be full-time university students with academic focus in **Business / Accounting** studies OR have graduated less than 12 months from the internship begin date.
- To apply for the **Trainee** program, applicants must hold **Business / Accounting** degrees and have at least 1 year of professional work experience related to the degree, OR be career professionals of 5 or more years in this field
- Advanced English, with a strong understanding of English accounting terminology.
- Familiarity with accounting tools (Quickbooks and Drake), Microsoft Office Suite (Excel).
- Strong verbal, written, and communications skills required.
- Excellent people and management skills and a team player.

How to Apply:

1. Submit a professional resume with a professional photograph
2. Indicate availability dates (start and end dates)
3. Indicate this offer number and title