



CETUSA
Council for Educational Travel, USA

Trainee/Internship Program Offer

(10753) Tax & Accounting Program – Hicksville, 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 tax accounting firm with highly-qualified, experienced accountants. Since 1984, they have offered a full range of accounting, auditing, tax planning, tax return preparation, personal financial planning, estate and trust, small business and mortgage consulting, educational and retirement planning, and a full complement of other individualized services.

Program Description:

- Assist in the preparation of individual, estate, and trust tax returns
- Perform bookkeeping and bank reconciliations
- Maintain general ledger accounts and journal entry preparation
- Assist in the preparation of payroll, sales and use, and corporation and partnership tax returns

Applicant Qualifications:

- To apply for the **Internship** program, applicants must be full-time university students with academic focus in **Taxation / Accounting** studies OR have graduated less than 12 months from the internship begin date.
- To apply for the **Trainee** program, applicants must hold **Taxation / 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
- 2-4 years experience with individual & corporate tax returns, Quickbooks, and Prosystems Fx tax preparation software preferred
- Excellent verbal, written, and communication skills, with the ability to work independently or with a team
- Proficiency in Excel, Word, and Outlook

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