



## **Trainee/Internship Program Offer**

### **(10775) Accounting Program (6-months) – New York, NY**



**Program Duration:** 6 months  
**Compensation:** \$16.00 per hour  
**Hours:** 32-40 hours per week  
**Housing:** Not Provided  
**Number of Position Offered:** 1

#### **Host Company Description:**

Offering accounting and financial services to small businesses, freelancers, and individuals, this firm provides specialized one-on-one service that benefits the present but also helps clients look to the future. By offering proactive services and advice, the firm guides clients in looking ahead; making wise financial moves that will benefit them years later. Specific services include tax preparation and planning, tax resolution, accounting and bookkeeping, and more.

#### **Program Description:**

- Assist in carrying out a variety of accounting duties
- Tax planning, financial management, business consulting, and processing payroll
- Meet with clients to provide respectable and professional accounting services
- Train on both corporate and personal tax services
- Handle sensitive documentation with care, professionalism, and the utmost discretion.

#### **Applicant Qualifications:**

- To apply for the **Internship** program, applicants must be full-time university students with academic focus in **Finance / Accounting** studies OR have graduated less than 12 months from the internship begin date.
- To apply for the **Trainee** program, applicants must hold **Finance / 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
- Applicant must speak advanced English, with a strong understanding of English accounting terminology.
- Experience with QuickBooks
- Knowledge of general accounting and tax preparation best practices
- Ability to multitask and discreetly handle sensitive documents

#### **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