



Job Description

POSITION: Tax Season Intern/Tax Season Staff Person

DEPARTMENT: Tax

SUPERVISOR: President

JOB TITLES SUPERVISED: None

FLSA STATUS: Hourly

GENERAL DESCRIPTION OF RESPONSIBILITIES

- Prepare form 1040 in CCH Tax Package
- Organize information provided by the clients; communicate with the clients
- Perform tax research
- Work with clients' QuickBooks files
- Work with CCH Engagement
- Work with CCH Fixed Assets
- Other duties as assigned

TRAINING

- Complete about 100 hours of paid training to get familiar with the software and the tax forms. Training hours are flexible and can be from two or three days a week to a full five day week. Training program can be completed between late October and late December. The program is designed to gradually familiarize the trainee with most of the forms present on the individual income tax returns, starting from simple returns to more complex, including multi state returns. After the completion of the training program and after preparing a number of the income tax returns during the busy time, interns/tax season staff persons will be able to fill out the required IRS forms, and gain an understanding of how a professional accounting firm operates and what is it like to work in a CPA firm.
- During the training program we constantly give the feedback on better ways to organize work, look for mistakes and be efficient.

OTHER ASPECTS

- Interns/Tax season staff persons participate in the staff meetings, tax meetings and training sessions, same as the full-time employees.
- All the tax-season "perks" offered to full-time employees are also offered to temporary staff – free lunches, chair massages, game prizes.
- You can get familiar with our interns' testimonials on our website: www.btr-cpa.com

- At the end of the training and tax season you will know how to prepare a wide range of individual income tax returns.
- Berry Talbot Royer is a team oriented organization and we are dedicated to your success.
- We will spend the necessary time training you and answering your questions. We will work hard to make you experience at the firm successful.

EXPERIENCE, EDUCATION AND CERTIFICATIONS

- 3rd year + college student with a major in accounting.

This is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this job description is intended to be an accurate reflection of the current job, the company reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed when circumstances dictate (such as emergencies, changes in personnel, work load, rush jobs, or technological developments).

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements, and duties expected of me. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the company has a similar right.

Submitted by: _____

Signature/Title	Date
Employee Signature	Date