

Accounting Majors & MPAcc Students

Vasquez & Chavez, PC

*Location:
5219 McPherson Rd.,
Suite 200*

Responsibilities:

An intern in the firm is expected to perform the following activities: computerized accounting activities; reconcile and prepare employment forms (1099s, 1096s, W2, W3, 941, 940); assist in the preparation of payroll checks, reports, and payments; assist in the preparation of diverse state taxes and payments; prepare information for individual and business tax returns; and assist in the preparation of individual tax returns.

Required Qualifications:

- *Internship will be available only to declared accounting majors.*
- *Minimum GPA of 3.3-3.5 in accounting major is necessary.*
- *All interns are required to have passed Federal Taxation class with a grade of B or higher.*
- *Intermediate Accounting I and II are required with a grade of B or higher, Intermediate Accounting III is preferred but not required.*
- *Knowledge using Microsoft programs, especially Word and Excel.*
- *Interns will be required to work 20 hours per week during the internship program.*
- *Students interested in the internship program are required to submit a resume, and a transcript as evidence of GPA and class requirements. Unofficial transcripts are acceptable.*

Spring 2016 Internship Opportunity

Amount to be Paid:

\$8/hr.

For More Information:

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