



C R A Y, K A I S E R L T D.

CERTIFIED PUBLIC ACCOUNTANTS  
AND CONSULTANTS TO BUSINESS

## **Job Description – Tax/Audit Intern**

Cray, Kaiser Ltd. offers a paid internship experience to selected college accounting students each year during the tax season, January through April. Applications for tax season internships are accepted May through October each year. The candidate selection process is typically finalized by October 31<sup>st</sup>. Interns work closely with partners and staff on current client assignments. The object is to provide real-time experience in all types of accounting work in the public accounting forum.

The intern's duties include, but are not limited to, monthly accounting and reconciliation of client books; preparation of 1099's; 1040 tax return preparation; preparation for audit work; audit field work; miscellaneous office filing and data entry. Staff will use a variety of software, including: Lacerte Tax, Accounting CS, Advance Flow, QuickBooks, Excel, Word and BNA Fixed Assets.

Depending on assignments, there is local travel to clients in the six-county metropolitan area. The work hours are Monday – Friday 8-5 PM and Saturdays 9-4:30 PM. A minimum of 40 hours a week is expected. Understanding the intern may have remaining college courses to complete, and school is your first priority, the Firm will be flexible around your academic responsibilities. Should the candidate have additional hours available, we are happy to expand the hours and enrich your experience.

Please submit a resume to [joinourteam@craykaiser.com](mailto:joinourteam@craykaiser.com).