



Job Description – Winter 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 31st. 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, 1120S and 1065 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 – Thursday 8am-7pm, Friday 8-4:30 and Saturdays 9-4:30. We offer some flexibility with start times if you have a morning class and flexibility with ending times to accommodate evening classes. 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. A minimum of 40 hours a week is expected. Should the candidate have additional hours available, we are happy to expand the hours and enrich your experience.

Requirements:

- Must be an accounting major
- Must have completed a tax course
- Must be able to work 40 plus hours a week (we do not work on Sundays and Saturdays are required 9-4:30)
- Must be able to work in Oak Brook, IL (housing not provided)
- Car is required to travel to the office and clients

Contact

Please submit a resume to joinourteam@craykaiser.com