

## **Tax Internship for Spring 2022**

Our Internship program is designed to expose future leaders of public accounting to not only our partners, but also to our business and how we empower our clients' businesses. Our trendsetting interns learn hands-on what it takes to be a staff accountant for a growing CPA firm by tackling a variety of different assignments, including audit, tax preparation and research. BWK believes in giving our interns a real-life business experience.

### **Major Tasks, Responsibilities & Key Accountabilities**

- Complete tax and/or audit engagements for designated clients as directed
- Gain an understanding of work flow, processes and tax & accounting software
- Develop effective client relationships
- Prepares beginning and medium level individual and business tax returns (1040, 1065, 1120s and 1120)

### **KSA, Competencies and Administrative**

- Exhibit a basic understanding of accounting and tax rules
- Excellent verbal and written communication
- Perform work accurately and efficiently with strong attention to detail, organization and follow through
- Ability to work under supervision and accept constructive feedback, making adjustments as directed
- Ability to work collaboratively and foster a productive, team oriented environment with both colleagues and clients
- Strong computer skills, including MS Office Suite, and report writing tools
- Completes and releases time on a daily basis
- Work overtime as needed

### **Qualifications**

- College Junior or Senior working towards a BA or BS in Accounting,
- Ambition to learn multiple paths for accounting, finance, business strategy and execution