



GAYNOR & UMANOFF, LLP

Certified Public Accountants & Business Advisors

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Los Angeles, CA 90045

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JOB TITLE- ACCOUNTING INTERN

SCOPE OF POSITION

Culver City/ Westchester CPA Firm is looking to hire interns to assist during tax season. These positions are immediately available.

RESPONSIBILITIES

Interns will be responsible for inputting various data into Lacerte Tax Software, preparation of Excel spreadsheets and both maintaining and assisting in QuickBooks.

REQUIREMENTS

APPLICANTS MUST HAVE EXCELLENT COMMUNICATION SKILLS

We are looking for individuals who are proficient in Excel and have a familiarity working with QuickBooks.

Applicants must have also completed courses in

- Intermediate Accounting
- Individual Taxation

OPERATING HOURS/ HOURLY RATE

During tax season our operating hours are 7am – 8pm 7 days/week

- please let us know how many hours in a week your schedule would permit upon submission of your resume.
- Must be able to work a minimum of 30 hours/week

The hourly rate for this position will be \$12.50/Hr

CONTACT

Please remit all resumes and/or cover letters to
Conference@GU-CPA.com

DRESS CODE

Business Casual