Public Accounting Intern

The Bosma Group
401 Ryland Street
Reno, NV  89502

About The Bosma Group
We are a public accounting firm specializing in helping businesses develop and grow. Our belief is our success is determined by our client's success and we work hard to make sure they get what they need and on time. We offer business consulting, tax and accounting services. We have a friendly and outgoing office environment that a student would fit into with ease.

About the Internship
The intern will assist in preparing, analyzing and verifying tax and other financial documents in order to provide information and advice to clientele and/or other staff. The intern will learn the ropes of a Certified Public Accounting firm, and will train in hopes that they would potentially join the firm permanently. The intern will also help with administrative and marketing/promotion duties for the firm.

Qualifications
- Proficient with Microsoft Office (i.e. Outlook, Excel, Word)
- Analytical, critical and logical thinking skills
- Multi-tasking abilities, with attention to details
- Ability to set priorities with tasks and meet deadlines in a time-critical environment
- Excellent and professional interpersonal relationship skills, including written and oral communication skills
- Ability to thrive in both an individual and team environment
- Confidentiality is crucial
- Knowledge of software programs such as ProSystems, QuickBooks, Social Media platforms, LinkedIn, and Website development is a plus
- An interest in business and/or accounting, especially public accounting is preferred

Internship Duties
- Conducting research on various IRS regulations and other complex tax research in order to properly answer client questions, prepare tax returns, and create documentation
- Reviewing and assisting with federal and state income tax returns and audits for individuals, partnerships, and businesses
- Meeting with Senior staff to discuss tax work papers
- Analyzing IRS notices and draft responses
- Performing administrative duties (processing, tax return prep, phone support, tracking time for billing purposes, managing inbox etc.)
- Marketing/Promotions for Bosma Group and Bosma Business Center

$12/hour for 120 hours
Spring Semester 2017
Apply by November 1st, 2016
at www.unr.edu/career