

Job Description:

Opening for a full-time or part-time seasonal accounting intern in an expanding CPA practice in Ogden, Utah.

Responsibilities:

Preparing tax returns including forms 1040, 1120C, 1120S, 1065, and 1041. This includes data entry, client inquiry, research to determine proper tax treatment, analytical review and overall assessment of results, and communication with reviewer on return status.

Preparing year end forms such as 1099, W-2/W-3, personal property tax and sales tax returns.

Preparing compilations/financial statements including entering checks and deposits, preparing bank and credit card reconciliations, making journal entries, invoicing, receiving payments, tracking accounts receivable and accounts payable, and recording after-the-fact payrolls.

Scanning documents and other general office tasks.

Training for this position consists of a guided walk through of tax software and office processes, mock/ sample client preparation based on prior year data, and intense review process for the first 2 weeks of the internship to provide feedback on actual preparation of returns.

All tasks will be supervised by senior staff, managers, or partners depending on the client or task. Review notes will be given as needed with observations and corrections.

Qualifications:

The position requires completion of individual and business tax course at accredited institution OR 1 + years paid preparer experience.

Additional information:

Ulrich and Associates is a full-service accounting and tax firm based out of beautiful Ogden, Utah. Our firm is committed to serving our clients in the most personal, professional, and ethical manner possible. We consider our employees to be one of our greatest assets, and treat all employees as professionals. We have a family-friendly environment that recognizes each individual's need to balance the demands of both professional and family life.

Position is January 24<sup>th</sup> through April 15<sup>th</sup>. Compensation is commensurate with completed course work and/ or experience in tax preparation, \$19 per hour. Permanent staff positions possible based on performance during internship and availability of positions in the firm.

Please email your resume to:

ulrich@ulrichcpa.com