

## **Internship – Beatrice, NE**

Schulz & Associates, P.C. is offering an internship position for the upcoming tax season (December - April). We are a certified public accounting firm located in Beatrice and Fairbury, Nebraska. Our services include tax preparation for individuals and various entity types, income tax planning, payroll, bookkeeping, and auditing. We are looking for an individual who communicates well with others, is detail-oriented, hardworking, and efficient. The primary responsibility of this position will be to provide support to our staff accountants. Other tasks and project opportunities may become available depending on the individual's abilities and the needs of the firm. Work schedules are flexible and the opportunity for continued employment is available.

### **Requirements include:**

- Pursuit towards a Bachelor's degree in Accounting or Finance
- Knowledge of Basic Accounting Principles & Procedures
- Possess Strong Computer Skills including Experience with Microsoft Office Products
- Exhibit Qualities of Integrity, Dependability, Initiative, and Honesty
- Practice Strong Communication Skills

### **Responsibilities include but not limited to:**

- Inputting Tax Returns into Tax Software
- Preparing 1099 Forms
- Summarizing Client Data in Excel or Trial Balance Software
- Filing

This internship is a great opportunity for students to gain experience and insight into the field of public accounting. If interested, apply today by sending your resume to 106 Eastside Blvd, Beatrice, NE 68310 or by visiting our website at [schulzcpas.com](http://schulzcpas.com) under the Join Our Team page.