**Job Description**

|  |
| --- |
| **Job Title: Intern** |
| **Job Code:** |
| **Department: Tax/Audit** |
| **Location: GJT, GWS, MTR** |
| **Reports to: PICOLO, Principal, Management Staff** |
| **FLSA Status: Non-Exempt** |
| **Wage Classification:** |
| **Latest Revision Date: 2/2022** |

****

*In compliance with the Colorado Equal Pay Act, Compensation Differentials for this position are based*

*on education, experience, training, geographical location, as well as DWC’s seniority and merit systems.*

**SUMMARY**

Responsible for practicing accounting knowledge and skills in a professional setting, supporting accounting teams with various accounting projects and duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Performs Accounting, Tax, Audit, or Administrative Duties as assigned or as judgment or necessity

dictates, with the purpose of learning the functions and skills required by a certified public accounting

firm

1. Contributes to Team office functions as needed to help the office run in a smooth and efficient

manner, including administrative tasks and projects

1. May work overtime as required with approval of PICOLO and/or Supervisor

**GENERAL DUTIES AND RESPONSIBILITIES**

1. Other duties as assigned

**SUPERVISORY RESPONSIBILTIES**

1. None

**POSITION REQUIREMENTS**

***SKILLS AND ABILITIES***

* Excellent verbal and written communication skills.
* Excellent interpersonal and customer service skills.
* Excellent organizational skills and attention to detail.
* Ability to function well in a high-paced and at times stressful environment.
* Proficient with Microsoft Office Suite or related software.
* Possess a valid driver’s license

***EDUCATION & EXPERIENCE***

* High School Diploma or GED
* Enrollment in 4 year college accounting program or equivalent education

***OTHER JOB REQUIREMENTS***

* Valid driver’s license

***PHYSICAL REQUIREMENTS & WORK ENVIRONMENT***

* Standing, sitting, lifting, occasionally carrying an estimated 20 to 40 pounds
* Daily/weekly repetitive motion, computer and desk work

By signing below, I attest I meet all requirements of this job and will perform the essential and general functions of this position with or without a reasonable accommodation. If an accommodation is needed, I will notify Human Resources. I understand that falsification of this statement will result in disciplinary action, up to an including termination.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Printed Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_