

Tax Internship – Grand Mesa CPAs LLC

Overview

Join Grand Mesa CPAs LLC as a Tax Intern and gain hands-on experience in public accounting. You'll work alongside experienced professionals, supporting tax preparation and administrative processes that impact real client engagements. This internship offers practical exposure, mentorship, and a chance to build skills that matter in the accounting profession.

Location: Grand Junction, CO

Duration: Spring 2026

Schedule: 15–20 hours

Compensation: Paid

Key Responsibilities

- Organize and maintain digital client files with precision and accuracy.
- Assemble and prepare tax return packages for client delivery.
- Assist and prepare tax schedules including data entry for individual, partnership, corporate, and trust returns under supervision.
- Gather source documents and verify accuracy for tax filings.
- Ensure all documents meet quality control standards before leaving the office.

What We're Looking For

- Strong attention to detail—accuracy is critical in this field.
- Solid organizational skills and ability to follow established procedures.
- Comfort with numbers and basic accounting concepts.
- Ability to handle confidential information responsibly.
- Positive attitude and willingness to learn.

Preferred Qualifications

- Currently pursuing a degree in accounting, finance, or a related field.
- Familiarity with Excel and general computer proficiency.
- Prior office or administrative experience is helpful but not required.
- Effective communication and time management skills.

What You'll Gain

- Real-world exposure to public accounting workflows.
- Hands-on experience in tax preparation and document management.
- Mentorship from CPAs and experienced tax professionals.
- A strong addition to your resume that demonstrates your ability to handle detail-heavy work.

If interested in applying, please email Alan Watkins, alan@gmcpas.com, your resume.