

## **Trainee/Internship Program Offer**

### **(10688) Accounting Tax Audit Program – Chicago, IL**



**Program Duration:** 12 - 18 months

**Compensation:** \$17.00 per hour

**Housing:** not provided

**Number of Position Offered:** 1

#### **Host Company Description:**

Based in Chicago, IL, this public accounting firm offers solutions with taxes, financial management, and accounting for a range of clients. Since 1994, they've provided financial services focused on meeting their clients' needs and helping them plan for the future. Program participants will have the opportunity to gain professional experience in one of the largest cities in the U.S. Midwest.

#### **Position Description:**

- Preparation of GAAP and OCBOA compiled financial statements, including transaction data entry, account reconciliation, general ledger write-up and journal entry preparation as required.
- Effective workpaper preparation in compliance with firm standards and procedures.
- Train as an effective team member to complete project components and assignment tasks.
- Build strong working relationships within team, as well as peer client level.
- Daily time tracking through firm billing software and sensitivity to maintenance of an appropriate billable time ratio.

#### **Applicant Qualifications:**

- To apply for the **Internship** program, applicants must be full-time university students with academic focus in **Business / Accounting** studies OR have graduated less than 12 months from the internship begin date.
- To apply for the **Trainee** program, applicants must hold **Business / Accounting** degrees and have least 1 year of professional work experience related to the degree, OR be career professionals of 5 or more years of professional experience in this field
- Applicants must speak advanced English
- Applicants must have prior accounting work experience
- Technical understanding of generally accepted accounting principles
- **Applicants must submit a 1–2-minute introductory video showcasing English skills and professional background**

#### **How to Apply:**

1. Submit a professional resume with a professional photograph
2. Indicate availability dates (start and end dates)
3. Indicate this offer number and title