



Council for Educational Travel USA

Trainee/Internship Program Offer

(10750) Accounting Program for Mandarin Speakers – Brooklyn, NY



Program Duration: 12 months

Compensation: \$18.00 – \$22.00 per hour

Housing: None

Number of Position Offered: 1

Host Company Description:

This host company, located in Brooklyn, NY, specializes in providing comprehensive accounting and tax services to both individuals and businesses. The firm is known for its personalized approach, ensuring that each client's financial needs are met with precision and care. With a team of experienced CPAs, the firm offers a range of services, including tax planning, bookkeeping, and financial consulting. Clients appreciate the firm's dedication to delivering high-quality service in a friendly and professional manner.

Program Description:

- Assist in preparing & reviewing financial statements, ensuring accuracy & compliance
- Support AR/AP process by recording transactions, reconciling accounts, and maintaining accurate financial records.
- Participate in tax preparation (gather documents, prepare tax returns, research regulations, etc.)
- Communicate with clients (answer inquiries, schedule appointments, provide information, etc.)
- Assist in auditing process (verify data, test internal controls, document findings, etc.)

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 have either a degree or professional certificate from a foreign post-secondary academic institution and at least 1 year of prior related work experience in the **Business/Accounting** field acquired outside the United States OR 5+ years of experience in this field.
- Quick Books Software, bookkeeping and general accounting practices required
- Advanced Microsoft; Excel, Word, Outlook skills required; fluent in Mandarin and English
- Must have experience with General Ledger Accounting including bookkeeping tasks related to AP, AR, Payroll preparation, and reconciliation of expense accounts and bank accounts

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