



Council for Educational Travel USA

Trainee/Internship Program Offer

(10634) Accounting Program – New York, NY



Program Duration: 12–18 months

Compensation: \$17.00 per hour

Hours: 32–40 hours per week

Housing: Not Provided

Number of Position Offered: 1

Host Company Description:

Offering accounting and financial services to small businesses, freelancers, and individuals, this firm provides specialized one-on-one service that benefits the present but also helps clients look to the future. By offering proactive services and advice, the firm guides clients in looking ahead; making wise financial moves that will benefit them years later. Specific services include tax preparation and planning, tax resolution, accounting and bookkeeping, and more.

Program Description:

- Assist in carrying out a variety of accounting duties
- Tax planning, financial management, business consulting, and processing payroll
- Meet with clients to provide respectable and professional accounting services
- Train on both corporate and personal tax services
- Handle sensitive documentation with care, professionalism, and the utmost discretion.

Applicant Qualifications:

- To apply for the **Internship** program, applicants must be full-time university students with academic focus in **Finance/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 **Finance/Accounting** field acquired outside the United States OR 5+ years of experience in this field.
- Must speak advanced English, with a strong understanding of English accounting terminology.
- Experience with QuickBooks, knowledge of general accounting/tax preparation best practices
- Ability to multitask and discreetly handle sensitive documents

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