



# Internship Posting Request Form

## Organization Name

Mattina, Kent & Gibbons, PC

## Internship Position Title

Accounting/Tax Intern

## Internship Position Description and/or Expected Duties (please be as specific as possible)

The ideal candidate will have a friendly and positive attitude with strong organizational, communication and professional skills, willingness to handle multiple priorities and the ability to handle a fast paced environment.

### Responsibilities:

As an intern you will work closely with tax and accounting staff to:

- Produce income tax returns for individual and business clients.
- Prepare monthly, quarterly and yearly payroll returns.
- Take on additional tasks or projects to learn more about accounting and office operations.

### Education, Experience and Skills Required:

- Experience or some knowledge in Tax Preparation would be desired.
- Currently working towards Bachelor's or Master's degree in Accounting
- Satisfactory completion of introductory accounting courses and a basic understanding of accounting and financial principles
- Excellent communication, writing and analytical skills
- Ability to interact positively in a professional manner with coworkers and clients
- Excellent computer skills with knowledge of Microsoft Office Products (Word, Excel, Outlook)
- Available to work additional hours during key tax season deadlines
- All candidates must be legally authorized to work for any employer in the United States without sponsorship.

This is a paid, non-exempt, temporary position that could require some Saturday work hours.

If you have any questions or would like to submit your resume, please submit to [inquiry@mkgpc.com](mailto:inquiry@mkgpc.com).

**Applicable College Majors (select all that may apply)**

Accounting (School of Business and Professional Studies)

**Contact Name (should be the Internship Supervisor)**

Anelle Brazelton

**Contact Phone Number**

(248) 601-9500

**Contact Email**

[abrazelton@mkgpc.com](mailto:abrazelton@mkgpc.com)

**Organizational Address**

1214 N. Main St.  
Rochester, MI, 48307

**The internship hours will be performed:**

At the organization's office

**Minimum number of required hours per week:**

Flexible

**The internship will be:**

Paid (hourly or stipend)

**If paid, please provide details (hourly wage, stipend, etc)**

TBD

**Position Opening Date**

Wednesday, October 28, 2020

**Position Closing Date (if applicable)**

Saturday, November 28, 2020

**The duration/season of the internship (check all that apply):**

Approximately 4 months in the Spring (January - April)

**Has the organization hosted an Intern from Rochester College in the past?**

Unsure