

Hawkins CPA Solutions, LLC  
Brandywine, MD

Tax Intern  
Part-Time  
\$20/hr.

Our Tax Team is seeking a motivated student who is interested in honing their skills to pursue a career in accounting for the upcoming tax season. Tax interns are considered an integral part of our tax team and will be aiding with various tax & accounting engagements. The internship runs from February through April, although there may be an opportunity for additional hours outside of tax season. We are looking for current students or graduates who are able to work up to 25 hours per week. The ability to have flexibility to increase weekly hours may be required to meet deadlines.

Job responsibilities include the following:

- Assist in preparing individual/business tax returns, accounting projects, and other tasks as assigned.
- Communicate with engagement manager/partner to discuss client tax accounting matters.
- Meet client service expectations through adhering to time budgets and maintaining positive communications.
- Gain an understanding of Firm policies, software programs, procedures, and professional standards through observation, inquiry and adherence to them.
- Maintain confidentiality of firm and client information.

Job requirements include the following:

- Associates degree or core coursework in accounting or taxation preferred.
- Excellent analytical, organizational, and problem-solving skills.
- Strong written and verbal communication skills.
- Demonstrate positive attitude towards Firm and profession.
- Demonstrate professional etiquette and develop efficient work habits.

How to Apply:

Interested candidates should email their resume and three professional references to [admin@shcpasolutions.com](mailto:admin@shcpasolutions.com) with "Tax Intern" in the subject line.