

Tax Internship

As a Tax Intern at M J Chau & Associates, you will assist in the preparation and processing of tax returns by supporting the tax team in various tasks, including organizing documents, data entry, and providing general assistance to the CPA supervisor. This is an excellent opportunity to gain hands-on experience in a professional tax environment while contributing to the firm's success.

Key Responsibilities:

- **Document Organization:** Help organize client tax documents, ensuring everything is properly categorized and filed in both physical and digital formats.
- **Data Entry:** Input client data into tax software accurately, ensuring that all necessary information is recorded for tax return preparation.
- **Preparation Assistance:** Assist the CPA supervisor in gathering required forms and documents needed for tax return preparation, including W-2s, 1099s, and other relevant paperwork. Able to prepare Balance Sheets and Income Statements from supplied information.
- **General Administrative Tasks:** Assist with scanning, copying, and other administrative duties related to tax return preparation.
- **Research:** Conduct preliminary tax-related research as needed for specific client cases or tax issues.

Qualifications:

- Currently enrolled in a Bachelor's or Master's degree program in Accounting, Finance, or a related field.
- Basic understanding of tax preparation and accounting principles.
- Understanding of Balance Sheets and Income Statements.
- Proficiency in Microsoft Office Suite (Excel, Word, etc.)
- Strong organizational skills with attention to detail.
- Ability to work independently and as part of a team.
- Ability to handle confidential information with integrity and professionalism.
- Familiarity with tax forms and documents is a plus (e.g., W-2, 1099, 1040).

Learning Opportunities:

- Exposure to tax preparation software and tools.
- Mentorship and guidance from experienced CPAs.
- Insight into the full cycle of tax preparation and filing.
- Hands-on experience working in a professional CPA firm.

This internship offers a dynamic environment to gain valuable tax experience while working alongside experienced professionals in the accounting and tax fields. If you're eager to learn and contribute to a fast-paced team, we encourage you to apply!