

About Radachi and Company, CPAs:

www.radachi.com

Radachi and Company, CPAs
900 East Broad Street, Suite A
Elyria, OH 44035
(440) 365-3115

Contact: Please email your resume to info@radachi.com.

General Description of Internship:

We are looking for an intern that can work at least 20 hours per week beginning sometime in February and working through April 15th. We are willing to work with you on your schedule to provide flexibility for your academics. This is a paid internship.

Essential Job Duties and Responsibilities:

- Support staff in preparation of:
 - o Excel spreadsheets
 - o Fixed asset and depreciation schedules
 - o Cash receipts and cash disbursements
- Support staff in all general areas of accounting that would help in preparation of financial statements (may include using QuickBooks)
- Assist staff in preparation of tax returns for:
 - o Individuals
 - o Corporations
 - o Partnerships
 - o Trusts

This includes prepping client work for data entry, scan client support, and enter client data into tax software.

Education and Experience Requirements:

- Requires high school diploma and current enrollment in undergraduate or graduate accounting classes

Software used includes: MS Office, UltraTax, ProSystem, Doc-It, QuickBooks (desktop and online), Caseware.

It is not necessary to have experience in these programs as you will be guided through them by Staff. However, knowledge of any of these programs would be beneficial.