



Tramer, Shore & Zwick CPAs Internship

Key Areas of Responsibility:

Internship will consist of participating in all stages of HUD audits that will include but not limited to, planning for the audit, performing test of key account balances and HUD compliance, performing audit functions in regards to working papers, compiling of working papers, financial statement preparation and data entry to upload financial data to HUD. Internship will introduce the preparation of various tax returns. Internship requires 2-3 days during the week and Saturdays, flexible around class schedules.

Duties:

- Follow GAAS to perform HUD Audits.
- Completion and compiling of working papers for manager review.
- Preparation of GAAP financial statements with audited information from the client.
- Data Entry to HUDs online system: REAC.
- Assist audit manager with on-site visits
- Prepare tax returns to be reviewed by manager.

Required Skills:

- Strong oral and written communication skills
- Ability to work in groups
- Proficient in computer applications and programs
- Organizational skills with a focus on accuracy and efficiency
- Demonstrate a professional attitude
- Ability to handle and care for sensitive and confidential information