



JCCS, P.C.

TAX INTERN

Ideal candidate

We look for people who want to grow; who always ask, “What’s next?” Our values and business are rooted in always seeking ways to have greater impact – staying ahead of industry and regulatory trends; seeking new skills, credentials and certifications; and constantly improving how we collaborate, communicate and work together to achieve client, business, personal and professional goals.

About JCCS

JCCS has more than 100 professionals working in six locations. Yet we all share one goal: to guide our clients in making smart decisions today so you can have a better tomorrow.

For more than 70 years we’ve helped clients, both big and small, in virtually every sector. We’ve collaborated with them on everything from managing payroll to paying the right amount of tax, from expansion plans like mergers and acquisitions to succession planning, and valuation. Throughout it all we’ve held one firm belief.

When it comes to reaching your personal, business and professional goals, knowledge is power.

Tax Services

Tax laws, their implications and their interactions with other business and personal factors can and do change on a regular basis – sometimes significantly. That’s why JCCS Tax Specialists are so relentless in their search for new and innovative tax applications to best maximize the benefits to our clients personal and/or business situation.

Position Summary

A Tax Intern is hired for part-time, temporary, seasonal work and for part-time, temporary assignments that may extend beyond tax season. Although JCCS does not guarantee a regular position, the incumbent may apply for a position, if he or she is qualified and, if one is available at that time. The Intern primarily assists professional staff in the completion of tax returns and year-end compilations during tax season. For longer assignments, the Intern receives accounting and audit duties and other accounting projects. All work is reviewed prior to distribution with close supervision from professional staff.

JCCS team members pride themselves with providing exceptional customer service, maintaining a positive work atmosphere and behaving in a manner that is courteous and respectful of clients, customers and other team members.

Essential Job Responsibilities:

- Assists with tax returns during tax season by processing organizers, entering data into the tax software, and reviewing for completion of information, prior to review.
- Prepares compilation reports for year-end, ready for review.

- Assists with journal entries, preparing financial statements and financial statement review.
- Observes and assists with certain audit activities, under the close supervision of senior professional staff.
- Researches and reports on various tax and accounting searches, as required.
- Assists other professional staff in various accounting projects.
- Performs other duties, responsibilities and activities as assigned.
- Assembles tax returns for final distribution.
- Sends faxes, copying and filing.
- Prepares letters and correspondence.

To Qualify:

- Enrolled in an accredited Accounting degree program and has taken at least junior level accounting classes.
- Some accounting experience or internship experience helpful.

Skills for Success:

- Basic knowledge of commonly used concepts, practices, and procedures within the accounting field. Excellent computer skills, including spreadsheets; accounting software and word-processing.
- Self-directed to seek actual work experience in the field.
- Good written and oral communication skills.
- Attention to detail, and good organizational skills
- The ability to work as a team member and under close supervision of other accounting staff.
- Must provide excellent and timely client/customer service at all times.

This job posting is intended to describe the general nature and level of work being performed and not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel as classified.

Candidate must successfully pass background check.

JCCS PC is an Equal Opportunity Employer.