

Woltman Group, PC

Accounting Intern

Accounting Intern Job Responsibilities:

- Generate and proof Form 1099 for clients (January)
- Bookkeeping for clients
- Bank reconciliations for clients
- Scan year-end documents to electronic filing system
- Assist in preparation of Form 1040's
- Learn various payroll processes and assist as needed
- Respond to client inquiries
- Assist firm Partners as needed
- Special projects as needed

Requirements:

- Undergraduate studying accounting
- Strong Data entry skills
- Problem analysis and problem solving skills
- Knowledge of generally accepted accounting principles
- Ability to work with a team and individually
- Relevant work experience preferred but not required
- Must have organizational skills, and attention to detail
- Excellent written and oral communication skills required
- Proficient with MS Office
- QuickBooks experience is a plus

Job Type: Internship

Job Location:

- Sioux Falls, SD

Required education:

Pursuing Accounting Degree