



TITLE Intern  
HOURS 20 – 30 hours per week  
DEPARTMENT Accounting  
REPORTS TO Partner-In-Charge/Senior Staff Accountant

### **SUMMARY OF RESPONSIBILITIES**

The Accounting Intern for Kemper CPA Group LLP will assist with various projects. This position will be exposed to a variety of different tasks and practice areas, including (but not limited to) tax, audit, finance and others as determined by partners and staff. Kemper CPA Group highly values our interns and seeks to provide them with a challenging and rewarding internship that allows them to grow, develop knowledge, and gain experience in public accounting. The firm also encourages our interns to take personal initiative to learn and seek projects that will help to make their internship a fulfilling and meaningful experience.

1. High School diploma required, and some experience in a business environment.
2. Currently pursuing a college degree majoring in accounting.
3. Demonstrated excellent written and oral communication skills.
4. Demonstrated computer skills, preferably using Microsoft Office applications.
5. Ability to operate multiple computer applications required.
6. Independent decision making and problem solving skills.
7. Ability to work effectively in a high-paced, team-based environment is required.
8. Demonstrated organization skills for high volume applications, ability to multi-task and attention to detail required.
9. Ability to work with people at all levels.
10. Ability to define problems, collect data, establish facts, and draw valid conclusions.
11. Prepare payroll tax, sales, and other local tax, and simple income tax returns.
12. Achieve a general working knowledge of federal and state tax law rules, regulations, and forms.
13. Demonstrate a basic proficiency in using the firm's software, forms, and procedures in providing client service.
14. Become familiar with the firm's reference materials and resource materials to research tax, auditing, or accounting issues.
15. Develop a basic knowledge of proper work paper techniques, including how to prepare the basic types of work papers, spreadsheets, and tick marks in a neat and orderly manner.
16. Assist with other duties as assigned by partners and staff.

This job description does not list all the duties of the job. You may be asked by supervisors or managers to perform other instructions and duties.

### **WORKING CONDITIONS**

Would work primarily out of the Modesto office. Minimal travel required to other Kemper offices.

### **SAFETY HAZARDS OF THE JOB**

Very minimal; general working conditions.

### **APPLICATION PROCESS**

Please email a cover letter and resume to [scipponeri@kcpag.com](mailto:scipponeri@kcpag.com) by October 4, 2013. We will be conducting interviews at our Modesto office on October 18<sup>th</sup>. If your resume has been selected, you will be notified by October 11<sup>th</sup> to set-up an interview time.