



Position Opening - Staff Accountant Intern

OnTarget CPA is currently seeking a Staff Accountant Intern. This individual will work directly with our clients performing meaningful accounting and taxation assignments. This position is an excellent fit for a junior or senior accounting student seeking the tool and skills needed to become an accounting professional within a growing firm. The Staff Accountant Intern will report directly to a Senior Staff Accountant.

Specific Responsibilities

- Maintain and update records and reports for profit and loss, taxes, liabilities, and assets
- Perform account analysis and reconciliation, including bank statements and general ledger accounts
- Review general ledger accounts and prepare adjusting journal entries
- Prepare financial reports
- Prepare Balance Sheets and Profit and Loss statements
- Prepare personal and business income tax returns
- Prepare 1096/1099s and personal property tax returns
- Prepare sales tax, F&B tax, and other industry specialty taxes
- Self-review of prepared tax returns
- Participate in weekly all-staff meetings
- Track the status and completion of assigned tasks through task management software
- Participate in in-house educational sessions
- Provide exceptional customer service
- Ensure accuracy and quality control of all work product
- Maintain confidentiality with personal and sensitive data

Skills Learned

- Prepare IRS 2848 and Indiana Power of Attorney forms
- Accounting; monthly and annual reconciliation
- Preparation of Profit and Loss statement and Balance Sheet
- Preparation of audit materials (individuals audited by IRS or State Agency)
- Preparation of Individual tax returns; Schedule C, Schedule D, Schedule E
- Preparation of Business tax returns
- Preparation of 1096 and 1099 forms and Personal Property Tax Returns
- Preparation of sales tax, F&B tax, and other industry specialty taxes
- Understand the impact of payroll and payroll filings on a business

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- Understand the difference in entity types
- Utilize tax research software
- Customer service and client relations; written and verbal skills
- Importance of confidentiality and security within the accounting industry

Qualifications and Competencies

- Junior or Senior majoring in accounting
- Detail orientated
- Ability to multitask, prioritize, and organize efficiently
- Excellent verbal and written communication skills
- Commitment to customer service and supportive of OnTarget CPA's core values

Salary and Benefits

- Competitive pay
- Flexible work schedule, 25-40+ hours/week available
- Opportunity to earn class credits
- Full-time opportunities post-internship
- Mentoring and career guidance
- Company paid parking
- 401(k) program with 6% match
- Quality health insurance for full-time employees
- Professional incentives, including paid continuing education
- Best-in-class technology and software
- Employee incentives; meals during tax season, paid staff outings

To Apply

Send resume and cover letter to renee@ontargetcpa.com. No phone calls, please. Remote employment will not be considered.

Length of Internship

Internships are not limited to a semester, or a season and full-time opportunities may be available post-internship. OnTarget CPA offers flexible scheduling around a student's class schedule. OnTarget CPA does not require or encourage students to take the semester off for tax season.

About OnTarget CPA

OnTarget CPA is a forward-thinking certified public accounting firm located in the heart of downtown Indianapolis. OnTarget CPA specializes in accounting, taxation, IRS resolution, and consulting needs for individuals and small to medium size companies. Our focus is on providing exceptional personal service to our clients.

OnTarget CPA intentionally hires interns and/or recent graduates is committed to providing developing staff members the tools and support needed to become the next generation of Certified Public Accountants.