Client Accounting Services Intern

LIMITED SPOTS AVAILABLE

Organization/Internship Description:
Packer Thomas is a regional, certified public accounting and business consulting firm founded in 1923. With a staff of over 60 people, we are one of the ten largest regional firms in Eastern Ohio and Western Pennsylvania. We have a broad-based clientele, including SEC registrants and government as well as private industry clients. We are a leader in accounting, tax, audit, business consulting, and information technology resources.

Packer Thomas has offices in Canfield, Ohio and New Castle, Pennsylvania. Over the years, our personal client involvement has allowed us to help generations of families achieve their financial and business goals.

Since our beginning, our Mission at Packer Thomas is to Exceed the Expectations of our Clients, Employees and Community by holding our firm to a standard of integrity and achievement that exceeds the usual and aspires towards excellence. We believe that service and commitment are the best ways to do business. Packer Thomas is a past winner of the Better Business Bureau's (BBB) National Torch Award for Marketplace Ethics.

Internship Learning Objectives:
- Hands-on accounting experience
- Understand day-to-day operations of a CPA firm
- Learn to professionally interact with people at all levels

Responsibilities:
- Become familiar with the firm’s policies and procedures
- Assist our professional staff in performing controllership and bookkeeping services for clients
- Assist our professional staff in preparing workpapers, trial balances, depreciation schedules, entering data for computer applications, and preparing engagement correspondence
- Assist our professional staff in gathering data for tax return preparation, maintaining our tax library, and maintaining our client tax files
- Perform any other duties as they arise

Qualifications and Requirements:
- Interns are expected to have a basic understanding of accounting, bookkeeping or tax preparation
- Sophomore, Junior, or Senior accounting major with a minimum 3.0 GPA