

Wall, Smith, Bateman & Associates, Inc.
Job Description

Job Title: Intern

Department: Tax/Audit

Reports To: Senior/Manager

Prepared Date: 2/02; 8/09

Summary: Assists in performing the accounting functions of trial balances, depreciation schedules, tax preparation, audit engagements and bookkeeping.

Essential Duties and Responsibilities include the following general duties to describe the principal functions. Other duties may be assigned since this description is not an all inclusive detailed description of all work requirements.

Assists staff in performing basic accounting functions such as receivables, payables, account reconciliations, trial balances, depreciation schedules, tax preparation, audit engagements and posting to accounts.

Responds to and implements direction from senior staff members.

Demonstrates ability to work independently and accurately completes functions noted above.

Maintains close communication with senior staff members regarding progress of assignments. Informs them of any issues needing resolution and recommending viable solutions.

Works efficiently and productively to complete assignments including clearing review notes to contribute to overall team productivity

Efficiently organizes work area, work papers, and work flow to achieve maximum productivity

Strives to achieve optimum number of chargeable hours and acceptable realization percent.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies :

Problem Solving - Identifies and resolves problems in a timely manner; Develops and offers alternative solutions; Collects and researches data.

Technical Skills –Displays willingness and ability to acquire knowledge and improve accounting skills.

Interpersonal Skills -Maintains confidentiality; Demonstrates good listening skills.

Oral Communication - Speaks clearly and persuasively in all situations; Responds well to questions; Participates in meetings.

Written Communication - Writes clearly and informatively; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Supports everyone's efforts to succeed.

Diversity - Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration; Accepts responsibility for own actions. Displays positive attitude toward the Firm.

Quality/Client Satisfaction - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality. Committed to client satisfaction.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time.

Motivation/Initiative - Volunteers readily; Seeks increased responsibilities; Asks for and offers help when needed; Seeks to achieve excellence.

Secondary Duties and Responsibilities

Performance of some routine office tasks such as data entry, filing, copying.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and/or Experience

High School diploma and currently enrolled in a Bachelor's program.
Previous experience in accounting or bookkeeping desirable.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
Ability to write reports, business correspondence, and procedure manuals.
Ability to effectively present information and respond to questions.

Mathematical Skills

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret technical instructions.

Computer Skills

To perform this job successfully, an individual should have knowledge of Database software; Internet software; Spreadsheet software and Word Processing software. Proficient in use of Microsoft Word, Excel, Quickbooks, Trail balance software.

Other Qualifications

Mental requirements: Ability to concentrate for long periods of time.

Physical Demands/Work Environment The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this Job, the employee is regularly required to sit; use fingers to enter data, handle copies and documents to read; finger dexterity to handle papers or feel; talk and hear to carry on conversations. The employee is occasionally required to stand; walk and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.