

**KDV** <http://www.kdv.com/>

**Title:** Staff Accountant - Intern  
**Class:** Full Time, Internship  
**Dept:** Tax/Accounting Services  
**Reports:** Team Leader, Dept. Manager  
**Supervises:** None

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**SUMMARY OF RESPONSIBILITIES:**

Responsible for organizing and coordinating clients' data for the accurate, timely completion of individual and business tax returns. Staff accountants are given a wide variety of diversified accounting and tax assignments under the supervision of senior staff. Performance is judged on the quality of work, application of accounting knowledge, and ability to meet time constraints.

**ESSENTIAL DUTIES:**

**1. Technical**

- A. Prepare beginning and medium level individual and business tax returns  
Ex: Annual 1040, quarterly payroll tax returns, annual 990, annual 5500
- B. Summarize basic client data needed to complete work papers and financial statements  
Ex: Bank reconciliations, depreciation, accrual accounts, A/P, etc.
- C. Analyze and test accuracy and reasonableness of work completed and information presented
- D. Communicate with team leader for timely and cost effective completion of projects
- E. Achieve budgeted time goals  
Ex: Chargeable time
- F. Develop effective written and oral communication skills
- G. Maintain organized work areas, files, and projects

**2. Client Service**

- A. Perform minimal client contact regarding tax and accounting issues

**3. Administrative**

- A. Complete and release time on a daily basis
- B. Complete weekly summary of work in progress and work plan
- C. Identify continuing education classes for technical advancement
- D. Reads and update self on technical bulletin and miscellaneous data including the internet

**4. Marketing**

- A. Willing to participate in company and marketing functions
- B. Identify potential clients

**5. Training**

N/A

**6. Supervisory Duties**

N/A

**7. Miscellaneous**

Performs such other related duties as may be assigned

**Education/Experience:** Junior or Senior working towards a BA or BS in Accounting with at least one Tax course completed

**Hourly Requirement:** Full-time from January through April; overtime hours will be required.

**Skills Required:** PC literate  
Basic software applications  
Ex: Word, Excel, Internet, etc.  
Operate office machines such as 10 key calculator, fax, copier, etc.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to walk; use hands and fingers to operate, handle, or feel objects, office equipment, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. It is a normal office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.