

## Jobs at Brock CPA

# TAX INTERNSHIP – FULL TIME

Jacksonville, FL

### Who We Are

Brock CPA is a full-service CPA firm located in Jacksonville, FL. We help locally owned businesses and individuals with a variety of tax, accounting, and financial advisory needs including Tax Planning & Preparation; Accounting, Bookkeeping & Business Consultation; CFO Services; Assurance Services; and Estate, Trust & Succession Planning. We employ a supportive, growing team of talented accounting professionals who are committed to providing superior service and sound guidance for our clients. We work out of our modern office in Downtown Jacksonville, FL, in the heart of one of the city's most vibrant and exciting urban areas.

### Job Summary

Are you an ambitious, goal-oriented student interested in developing your professional accounting skills while pursuing your degree? Are you a stickler for details and a fast learner who gets excited about the idea of working through a tax season with a trusted and respected medium-sized local firm where you'll be surrounded by supportive tax pros to assist you? Are you a service-minded individual with strong interpersonal skills who loves helping others and enjoys developing new relationships? If so, then we invite you to apply for a full-time tax internship with Brock CPA!

Brock CPA is looking for a **Full-Time Tax Intern**, available to work the upcoming tax season for 15 weeks from January 10th through April 18th, 2023. In this role, under our guidance, you'll be learning by assisting with the preparation of standard federal, state and local income tax returns, performing basic tax research, and assisting in federal and state compliance, and other general aspects of accounting, with special emphasis on income taxes. Enjoy a role where you can continue to develop your professional skills including working towards your CPA license. This role may lead to a permanent position with the firm.

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### Primary Duties & Responsibilities

- Assist with the preparation of domestic consolidated corporate and individual income tax returns (federal and state) and other related returns, as well as all detailed backup documentation
- Assist with tax research
- Assist with tax due diligence
- Review client internal financial statements and backup to recommend adjustments for tax return presentation
- Maintain and update tax calendars
- May assist in other aspects of the company's tax profile and other general accounting duties
- Demonstrate a customer-focused mindset and develop relationships with clients

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### What You'll Bring

- Attitude is everything – We're looking for a student with strong motivation to grow and develop their professional skillset
- Team-Oriented
- Client-Focused
- Basic knowledge of accounting concepts
- Strong research skills
- Strong interpersonal skills
- Friendly and engaging
- Strong critical thinking and problem-solving skills

- Comfort with digital communication tools including audio/video
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### **Benefits**

Unlike some larger accounting firms, at Brock CPA, you're not just a number but rather part of a tight-knit group where everyone counts. We understand that all career decisions, including internships, are important events. They bare for us as well. We want to bring on the right team members because they are the single most important reason for our success. For that reason, we strive to create and nourish a uniquely appealing, supportive work culture; one that facilitates physical and emotional well-being and positions our team members for long-term future success.

- Paid Opportunity
  - Personal & Professional Development – Gain experience and/or work towards your CPA license
  - Commitment to Work/Life Balance
  - Employee Relations Celebrations
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### **Equal Opportunity Employer**

Brock CPA is an equal-opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Brock CPA will provide all reasonable accommodations with this application upon request. If you have a disability and require assistance in this application process, please visit us in-person or contact us at [dbrock@brockcpa.com](mailto:dbrock@brockcpa.com).