Grove Avenue Associates II, LLC

Title: Accounting Intern

Location: Englewood Cliffs, NJ

Job Type: Co-op/Internship

Compensation Type: Hourly  Wage: $12/hour

Start Date: 9/5/2017

Job Description: Grove Avenue Associates II, LLC is a small accounting firm located in Englewood Cliffs, NJ. This company deals primarily with the preparation of personal, and small private business tax returns and the bookkeeping associated with them.

Responsibilities include basic bookkeeping, using QuickBooks software, and the preparation of tax returns using UltraTax software. Some of the daily tasks involved in these responsibilities include entering and reconciling bank statements, entering tax return data, completing various reports, etc. In addition to these tasks, some basic office jobs will also be required, such as copying, faxing, scanning, and filing a variety of documents.

Qualifications:

- Current Sophomore/Junior majoring in Accounting
- Knowledge of Excel & Word software is required

Application Instructions: email resume to Stephen Molchan, Staff Accountant: smolchan@silaccounting.com.