

## Traditions Wealth Advisors Accounting Internship Description

### \*\*SUMMER INTERNSHIP\*\*

Traditions Wealth Advisors is an independent fee only financial planning/ wealth management firm located in College Station, TX.

**Most of our past interns have signed with Fortune 500 companies. Several of our past interns have gone on to gain careers on Wall Street. Most of our Accounting interns have signed with the Big 4 Accounting firms after completing their internship and degree at TAMU.**

Our internships provide you with the knowledge and experience you need in the real world.

#### Accounting Intern

##### *Duties:*

- **The Accounting Intern is the CFO for the company during their term at TWA**
- Accounting using Quickbooks Pro
- Manual inputting and balancing of checkbook registers
- Preparation of quarterly & annual employment tax returns
- Income tax reporting & payroll tax
- Book keeping & cash flow forecasting
- Payment of invoices and bills
- Tax research, clerical tasks, answering phones, etc.

##### *Qualifications:*

- **Must be an undergraduate Junior/Senior or Masters Student and minimum upper-level BBA, PPA, or MBA in Accounting**
- **Candidates for this internship must be available in mid to late April for training**
- Must be very detailed oriented
- Applicant must have and maintain at least a 3.0 GPR.
- Self-starter, organized, proactive
- Needs little direct supervision, independent
- Knowledge of Microsoft Office
- Excellent communications skills
- Exceptional time management skills

#### More Information:

- Number of openings (per position): 1 per position
- Work Days/Times: Monday-Friday/ 8AM-5PM
- Hours per week: 10-15
- Starting Wage/Salary: \$7.25 per hour
- Class credit possible
- Job Location: off-campus (in College Station)
- Position Type: Part time

**\*\*\*To apply, please email your resume and an unofficial transcript to: [Michael@traditionswealthadvisors.com](mailto:Michael@traditionswealthadvisors.com)**