

Traditions Wealth Advisors

Accounting Internship

Independently owned and operated, Traditions Wealth Advisors is a holistic financial planning and wealth management firm located in College Station, Texas. **Traditions Wealth Advisors works with FIDELITY INSTITUTIONAL.** We are looking for long-term, part-time applicants to start in May and continue through the school year until May of the following year.

Many of our past interns have signed with Fortune 500 companies, the Big 4 Accounting firms or gone on to gain careers on Wall Street after completing their internship and degree at TAMU. Our paid internships provide you with the knowledge and experience you need to be competitive in the real world.

Duties:

- ▶ **The Accounting Intern will act as the Junior CFO for the firm during their term at Traditions Wealth Advisors**
- ▶ Accounting using Quickbooks Pro
- ▶ Manual inputting and balancing of checkbook registers
- ▶ Preparation of quarterly & annual employment tax returns
- ▶ Income tax reporting & payroll tax
- ▶ Bookkeeping & cash flow forecasting
- ▶ Payment of invoices and bills
- ▶ Tax research, clerical tasks, answering phones, etc.

Qualifications:

- ▶ **Must be an undergraduate junior, senior or master's student and minimum upper-level BBA, PPA, MBA or MS in Accounting**
- ▶ 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: 1
- ▶ Office hours: Monday-Friday/ 8AM-5PM
- ▶ Hours per week: 10-15
- ▶ Starting Wage/Salary: \$10.00 per hour (+ semester bonus)
- ▶ Class credit possible
- ▶ Job Location: off-campus (in College Station)
- ▶ Position Type: Part time

To apply, please email your resume, cover letter and an unofficial transcript to:

Michael@TraditionsWealthAdvisors.com

or

visit our website www.TraditionsWealthAdvisors.com/Internship-Opportunities