



NEITZEL, LUKE &
SALOPEK, INC.

Intern – Tax

Job Summary

Our Firm is seeking a motivated individual hoping to gain hands-on experience in tax return preparation, data gathering, account reconciliations, and ad hoc tax projects.

Responsibilities & Duties

- Federal, state, and local tax return preparation for individuals, trusts, and various business entities
- Assist with tax projections and planning projects
- Conduct tax research and document findings as required
- Perform additional assignments, as needed

Education & Experience

- GED or high school diploma required
- Currently seeking or recently graduated with an associate's or bachelor's degree, accounting or finance concentration preferred
- Ability to work permanently in the U.S. without sponsorship

Skills

- Ability to communicate clearly and effectively
- Basic understanding of the tax reporting cycle
- Organizational and time management skills
- Ability to meet deadlines while working in a fast-paced environment

Internship Periods

- Spring: Early January through Mid-April

Full-time/Part-Time, On-site

Please email resume to mike@nlacpas.com.

Neitzel, Luke & Salopek, Inc. provides equal employment opportunities to all individuals.

NEITZEL, LUKE & SALOPEK, INC.

25000 Center Ridge Rd Ste 8, Westlake, OH 44145
440.835.1040 | www.nlacpas.com