

## Paid Accounting Intern for Tax season

Jackson Hewitt's internship provides a professional experience that students participate in to gain professional skill and experiences. The internship is a structured learning experience that is designed to take the in-class theory and turn it into real world experiences.

**Jackson Hewitt Tax Service Inc.** is the second-largest tax-preparation service in the United States; responsible for preparing over 2 million federal, state, and local income-tax returns each year.

The company is based in Jersey City, New Jersey. It operated more than 6,000 franchised and company-owned locations throughout the United States, including nearly 3,000 located in Wal-Mart stores nationwide.

Jackson Hewitt provides its customers with tax-return preparation services and electronic filing. Through the use of its tax software, ProFiler, the company provides computerized federal income tax preparation, state income tax, and individual tax preparation services to customers through its brick-and-mortar operations.

This is a paid internship with a minimum of 18 hours a week at \$12 an hour. The internship runs from January-April. Jackson Hewitt will also get the intern certified to do taxes through the IRS. We have over 30 locations in Iowa that we are looking for paid internships for.

Specific responsibilities may include:

### Tax

- Prepare individual, corporate, partnership and not-for-profit tax returns to meet government requirements and deadlines and client expectations
- Prepare individual tax projections to ensure proper tax planning for the client
- Prepare payroll tax reports and property tax reports to ensure compliance
- Maintain a working knowledge of individual and corporate tax laws
- Respond orally and in writing to various tax inquiries from internal and external clients and from government notices
- Maintain working knowledge of tax preparation software used in the office.
- Perform other accounting duties as necessary to meet the responsibilities of the position and client expectations

### Marketing

- Support the marketing team in daily administrative tasks
- Assist in marketing and advertising promotional activities (e.g. social media, direct mail and web)
- Help distribute marketing materials
- Help organize marketing events

### Projects students have done in the past

- Prepared individual and trust tax returns
- Assisted with the tax projections
- Generated property tax reports
- Audited various financial statements
- Worked with clients to file taxes
- Developed strategies to generate new clients

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