



## **Tax Season Accounting Intern**

Growing Local CPA Firm is hiring an Accounting Intern to work with our Toledo Area Tax Team. Our office is located at 1540 S. Holland-Sylvania Road, Maumee, Ohio 43537.

Our Accounting Intern would start working the week of Feb 5, 2018 through April 27th. Our preferred candidate would be available 20 hours per week. We are willing to work around class schedules Monday through Friday. Our Saturday hours of 8am to Noon are mandatory.

Job duties to include:

- Assembling copy of the tax return and financial documents.
- Scanning documents into Digital Storage.
- Filing documents and preparing quarterly tax reminders

To apply, please send your resume to [Resumes@toledocpa.com](mailto:Resumes@toledocpa.com)

Any questions, please contact Betsy Urbanski at 419-866-6000 ext. 115

### **Betsy Urbanski**

Administrator

Titus & Urbanski, Inc.

1540 S. Holland-Sylvania Rd., #200

Maumee, Ohio 43537

Fax 419-866-6984