



CERTIFIED PUBLIC ACCOUNTANTS
& CONSULTANTS

Internship Job Title: Tax Preparer

Company Name: CKW, LLC
Street Address: 336 Sparta Avenue
City: State: Zip: Sparta, New Jersey 07871
Phone: 973-729-8968
Fax: 973-729-1768
Supervisor's Name: David Henderson
Supervisor's Title: CPA
Email: davidhcpa@ckw.com

Start Date: Immediate

Approximate End Date: April 15, 2017

Hrs/Wk: 15-20 hrs.

Wages/Hr: \$15 Hour

Specific skills required for this internship:

1. Quick adaptation to software
2. Ability to analyze data
3. Analytic Analysis

Specific duties the student will learn to perform:

1. All facets of income tax and preparation
2. Record keeping, bookkeeping, and related data analysis