

LOCATIONS

Colorado – Denver and Golden
Idaho – Boise
Montana – Billings
North Dakota – Fargo

OUR PROMISE

You can expect a different experience working at Eide Bailly; one that is truly caring and supportive; one where you play an active role in your career; and one where you have the opportunity to make an impact.

SUMMARY OF RESPONSIBILITIES

Interns are given a wide variety of diversified accounting assignments under the supervision of different professionals. Performance is judged based on the quality of work, application of accounting knowledge and ability to meet time constraints.

ESSENTIAL POSITION RESPONSIBILITIES

Plans for and prepares engagements for clients. Prepares trial balances and simple financial statements using audit software programs, Word and Excel. May also plan for and prepare tax returns for clients on a regular basis.

- May be given responsibility for planning engagements.
- Assists in proofing financial statements and other accounting documents.
- Assists in preparing tax returns and other accounting documents.
- Use of various software programs for depreciation, audit trial balances, tax preparation and other accounting-related software.
- Performs audit, review and compilation procedures for clients as assigned by supervisors.
- Performs other accounting and auditing duties as needed in engagements and as assigned by supervisory personnel.
- Prepares audit reports.
- Performs field work at client locations as necessary.
- May perform all phases of an engagement including prep work paper report writing and tax return preparation.

EDUCATION AND WORK EXPERIENCE

- Working towards a Bachelor's degree in accounting.
- Proficiency with computer, spreadsheet software programs and calculators.

KNOWLEDGE AND SKILLS

- Well-rounded knowledge of basic accounting concepts.
- Demonstrates the ability to communicate clearly and concisely.
- Demonstrates the ability to work on multiple projects and meet deadlines by setting priorities with work projects.

REQUIRED COMPETENCIES/QUALITIES

- Demonstrates strong interpersonal skills with the ability to establish and maintain effective working and reporting relationships with staff, partners, public and external agencies.
- Prompt and dependable attendance.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

- Frequent same day travel for work at client's offices using a personal vehicle.
- Occasional out-of-town travel with overnight stay for work at clients using a personal vehicle.
- Able to work occasional overtime. Able to work in excess of 55 hours per week occasionally.

EOE