



Job Title: Tax Intern (Spring term only)
Department: Tax
Reports to: Senior Associate
Status: Full-time or Part-time (non-exempt)
Date Revised: April 2020

Summary of Responsibilities:

To support MCM team on a daily basis

Essential Functions:

- Complete all tasks assigned in a timely manner
 - Tax intern duties will be predominantly:
 - Preparing individual and business tax returns (includes contacting clients) – 85%
 - Tax research and analysis – 10%
 - Assisting the assurance team with assurance duties – 5%
 - Depreciation calculations
- Follow all professional standards, GAAP, GAAS, ethics, etc.
- Follow all firm policies.

Performs other accounting and tax duties as needed in engagements and as assigned by Senior or other management personnel.

Education, Experience, and Skills:

Tax Intern: Introduction to Tax.

Expectations:

- Respect and earn the respect of fellow team members.
- Take ownership of identified processes and responsibilities.
- Keep open communications with manager and partners.
- Perform work with confidence and pride, follow through to completion.
- Dependable.
- Make informed decisions – discuss with manager when needed.
- Grow and learn from past mistakes.
- Work in a safe, clean and employee friendly atmosphere.
- Must have flexibility with work schedule.
- Must have reliable transportation.



Working Conditions:

- Minimal hazards. General office working conditions.
- Periodic evening and/or weekend work.
- Travel as needed.

We are committed to providing equal employment opportunities to all employees and applicants without regard to race, ethnicity, religion, color, sex (including childbirth, breast feeding and related medical conditions), gender, gender identity or expression, sexual orientation, national origin, ancestry, citizenship status, uniform service member and veteran status, marital status, pregnancy, age, protected medical condition, genetic information, disability or any other protected status in accordance with all applicable federal, state and local laws.

EOE