

Unpaid Internship Program

At **Thomas & Gibbs CPAs, PLLC (T&G)**, you can have a rewarding public accounting internship experience. In addition to challenging and meaningful work, you'll find the support, coaching, and training it takes to navigate the profession and jump start your career. Our culture of collaboration and hands on learning means you will have the opportunity to apply what you've learned in the classroom to real world situations and make tangible contributions to our client service team. At the conclusion of the internship, you will have a fuller understanding of the inner workings of accounting, audit and tax functions that utilize accounting skills, along with business functions in a public accounting firm.

Program Overview:

The T&G internship provides an introduction to bookkeeping, tax, and audit as well as training on commonly used software and project management tools. Each week, interns will have the opportunity to review their performance with management. Additionally, staff will serve as "counselors" to interns, providing informal advice, training and feedback.

Internship Activities:

Activities may consist of both individual and team assignments including:

- Bookkeeping and financial statement preparation
- Assembly and preparation of tax returns
- Tax and accounting research
- Assisting in tests of internal controls for audits
- Reconciliation work involving bank statements
- Assisting in preparation of communications with clients

Professional Expectations:

- Develop an understanding of the T&G client service approach, methodology & tools
- Establish working relationships with colleagues and client personnel
- Exhibit a professional, business-like demeanor
- Provide recommendations for enhanced business efficiency
- Exhibit an attitude that includes a questioning approach when considering information and in forming conclusions in a professional environment

Qualifications:

- GPA of 3.0 in both major and overall
- Strong analytical, organizational and time management skills
- Strong written and verbal communications abilities
- Proficient in MS Word and Excel software applications
- Demonstrated leadership in campus life
- Desired majors include: Accounting, Finance and Economics.