Downloaded from <https://www.velvetjobs.com/job-descriptions/intern-tax>

# Example of Intern, Tax Job Description

Our growing company is searching for experienced candidates for the position of intern, tax. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for intern, tax

* Assists in providing technical assistance to customer service, accounts receivable and credit departments concerning exemption certificate procedures/requirements that can be supported during audits
* Maintains the effective and expiration dates of certificates and obtain updated documents as needed
* Acts as a liaison with customers to address questions and ensure proper documents are on file
* Assists in supporting our corporate tax department and other departments by providing data as requested
* Performs reconciliations, forecast and analyses of tax related general ledger accounts
* Assists tax and other departments with tax or financial analysis as needed
* Work with the K12 tax professionals
* Gain exposure to a wide variety of corporate tax issues
* Assist the tax team in the year-end tax accounting/provision, state income tax extension analysis, preparation of sales and property tax returns and notices
* Assist in specific tax research and other tax related projects

## Qualifications for intern, tax

* Undergraduate business degree & work experience in accounting or finance
* Currently enrolled as a graduate student, preferably with a focus on taxation
* Candidate for a Bachelor's Degree (Junior or Senior status preferred) or Master's Degree in Accounting, Finance, Information Systems, Business Administration, Economics or related field
* Must be working towards a Bachelor’s Degree in Accounting or related field at a recognized college or university
* Strong analytical, organizational and technological skills
* Work well with other members of a team