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# Example of Tax Intern Job Description

Our innovative and growing company is hiring for a tax intern. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for tax intern

* Research multistate state and local taxes
* Ability to report findings concisely
* Work with various members of corporate tax department on tax research projects
* Help with imaging from all areas of IRA/Tax Reporting
* Assembling and mailing welcome packets on a timely basis
* Daily use of copy machines, fax machines and the scanner
* Gathers, reviews, analyzes and assists with the reporting of financial information for the company's foreign owned companies with a view towards identifying tax reduction opportunities
* Performs U.S. tax compliance duties related to international operations
* Assists the Corporate Tax Department with the preparation of tax returns (including 5471, 8865, 8858, 1065 and 1120F) and foreign tax credit documentation
* Participates in special projects and re-engineering teams related to tax reduction opportunities

## Qualifications for tax intern

* Preferred Academic Majors Accounting and/or Taxation
* Must be able to sit for the CPA exam upon graduation and on track to obtaining 150 semester credits
* Completed sophomore year of college with a major in accounting
* Completed Financial Accounting and Intermediate Accounting I
* Tax courses is preferred, but not required
* 3.0 GPA in accounting major