

About JRM CPAs

JRM CPAs is a forward-thinking accounting firm based in Onalaska, WI. JRM CPAs provides simplified accounting, tax, and business solutions to our broad base of clients in the tri-state area. Getting to know our clients on a personal level is what we believe makes the difference. We view our client relationships as a partnership and strive to help our clients realize their potential at both the individual and business level. We leverage technology to develop creative ways of meeting the needs of both employees and clients.

JRM CPAs is a mid-sized company that values its employees as much as its clients. We encourage employee input on business operations, respect each individual's ability to work independently, and emphasize work-life balance (even during Tax Season!) When we think of work-life balance, we understand that family is important. We encourage employees to take the time needed during the workday to meet family obligations, and also support and encourage community involvement. We view continued professional growth and development as essential for all employees to meet the ever-changing needs of our clients. We believe our work culture is part of what sets us apart and our clients respect and value us for it.

Position Description

As an Accounting Intern you will work directly with clients to meet their accounting needs. You will be viewed as an integral piece of the client's business. This position will require an individual that is self-motivated and willing to learn. Excellent written and verbal communication skills are required.

Hours: Our office hours are Monday to Friday 8:00am to 5:00pm (Fridays during the summer we close at noon). Flexible scheduling is available after an introductory period depending on the candidate. This is a part-time position requiring 20 hours minimum per week. Additional hours are available dependent on your availability.

Job Responsibilities:

- Process client payroll and prepare quarterly and annual tax reports
- Prepare and file sales tax reports
- Prepare bank and credit card account reconciliations
- Record daily financial transactions
- Manage client payables and receivables

Education and Skills Requirement

- Working towards 4 year accounting degree
- Experience with QuickBooks is preferred
- Must be proficient in Microsoft Excel
- Comfortable working across multiple software platforms and with digital documentation

Personal Traits

- Willing to do the right thing regardless of the consequence
- Positive Attitude/Fun
- Enjoys solving problems
- Dedicated
- Caring

Send resume' and cover letter to info@jrmcpa.biz.