



Hawkinson, Muchnick & Associates, PC

Certified Public Accountants
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Job Opening

- About Us:** Hawkinson, Muchnick & Associates, PC (HMA) is a local CPA firm in Douglasville, Georgia. With roots dating back to 1981, we are the premier CPA firm in west Georgia. Our office is made up of 7 professionals and one administrative assistant. We specialize in providing tax preparation and tax planning services to closely held businesses and individuals as well as accounting, bookkeeping and consultative services to help our clients prosper. We offer a professional but family atmosphere with a focus on reasonable goals and a sincere work/family balance.
- Job Title:** Tax Season Intern
- Duration:** This temporary position will start around mid-February and will end mid-April
- Job Description:** This is a part-time position being offered to a qualified college student with an interest in a career in public accounting in the west Georgia market. The goal of this temporary assignment will be for the student to gain valuable experience as well as income, and for our firm to get assistance during our busy season and connect with future generations of CPAs. Duties will include assisting with bookkeeping projects and tax return preparation.
- Qualities We Are Seeking:** We are looking for a serious, mature student possessing the following characteristics:
- GPA of 3.0 or higher
 - Working towards a Bachelor's or Master's degree in Accounting or Taxation
 - Completed at least some accounting and tax courses, earning at least a "B" in each course
 - Ability to multi-task, think independently and problem solve in a results driven team oriented environment
 - Strong verbal and written communication skills
 - Strong computer and technical skills including Microsoft Outlook, Excel, and Word as well as Adobe Acrobat Standard.
- Compensation & Work Hours:** This position will be for between 8 and 20 hours per week with flexible days. The hourly rate is \$12.50. This position does not offer any benefits.