

Paul, Cox & Todd PLLC

Office Services Specialist

An Office Services Specialist works with internal processes involving different types of firm and client data, software, deliverables and client communications to enable the firm to provide complete, timely and quality services to our clients. An Office Services Specialist reports to the Office Services Manager and is responsible for efficient operations in the following areas:

Administration

- *Assist with day-to-day operations support functions which include opening and closing office, client data processing, document preparation, billing and collections, accounts payable, filing, copying, scanning, supply orders, reception and telephone*
- *Assist as needed with partner emails to timely route and file information*
- *Assist with various annual recurring operation processes such as engagement letters, client information requests and organizers*
- *Assist with implementation of document retention policies*
- *Contribute efficiency recommendations and assist with implementing changes in administrative and processing systems*

Technology and Client Data

- *Be trained on and apply integration of client information between software packages*
- *Be trained on and apply integration of client provided documents and client deliverables with firm software*

Marketing

- *Assist with firm marketing on website, email blasts and social media*
- *Assist with recruiting events and college job fairs*
- *Assist with planning company-wide events such as community service and Christmas party*

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Summer Tax Internship

Our team at Paul, Cox & Todd is quickly growing and we are seeking an organized and detail oriented seasonal intern. As a member of the tax team, you will participate in various types bookkeeping opportunities and preparation of individual income tax returns. The length of the internship is negotiable depending on school needs of the applicant, ideally from early June – mid August.

Credentials:

- *Completion of Intermediate Accounting I & II course*
- *Completion of introductory income tax course*
- *Ideally an undergraduate senior or a graduate student studying accounting*

Compliance:

- *Key transactions to create a trial balance, reconcile bank and credit card accounts, reconcile general ledger accounts to supporting documentation using Quickbooks*
- *Prepare information return reporting and payroll tax reporting*
- *Prepare easy individual income tax returns*

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Spring Tax Internship

Our team at Paul, Cox & Todd is quickly growing and we are seeking an organized and detail oriented seasonal intern. As a member of the tax team, you will participate in various types bookkeeping opportunities and preparation of individual income tax returns. The length of the internship is negotiable depending on school needs of the applicant, ideally from early January – April 15.

Credentials:

- *Completion of Intermediate Accounting I & II course*
- *Completion of introductory income tax course*
- *Ideally an undergraduate senior or a graduate student studying accounting*

Compliance:

- *Key transactions to create a trial balance, reconcile bank and credit card accounts, reconcile general ledger accounts to supporting documentation using Quickbooks*
- *Prepare information return reporting and payroll tax reporting*
- *Prepare easy individual income tax returns*