

Tax Intern (Kahului, Maui)

Professional Tax Season Experience

This internship is specifically designed for accounting students and career transitioners seeking rigorous, real work experience during the tax season to launch their careers.

We Hire for APTITUDE

While accounting studies help, we prioritize candidates who demonstrate exceptional attention to detail, reliability, and speed in learning new systems. We will train the right intern on the tax and accounting specifics

Tax Season EXPOSURE

This role is a dedicated opportunity to gain hands-on experience in tax preparation workflow, giving you a significant resume boost and industry understanding.

The Skills We Need You to Bring:

If you excel at these in any setting, you are an ideal candidate:

Meticulous Detail

Accuracy and organization are your natural strengths.

Professional Front

Clear, courteous communication in all client interactions.

Quick Learner

Ability to absorb complex systems and procedures fast.

What You Will Be Doing:

Tax Document Processing and Assembly:

The primary focus will be accurately scanning, organizing and performing initial data input for tax returns

Administrative Support:

Assist with front office tasks, managing phone calls, and client intake during the busy tax season

Client Communication:

Professionally communicate with clients to clarify missing tax documents.

The Reality of the Schedule (Tax Season):

- Duration: January through April 15th (with potential to extend)

Investment in Your Future: Compensation & Benefits

Compensation

- Hourly Wage:** \$18 - \$20 per hour, commensurate with experience.
- Paid Time Off (PTO):** Accrued based on hours worked, per Hawaii state law.
- Mentorship:** Direct guidance from experienced CPAs throughout the internship.

Career Advancement

Successful interns will be prioritized for long-term **Tax Support Staff** positions once their academic schedules permit.

- Direct industry experience using professional tax software (Lacerte? Ultra Tax) and Quickbooks.
- High Performance can lead to an offer for a permanent, part-time or full-time position.
- Excellent networking opportunity within the local Maui business community.

Ready for Professional Tax Season Experience?

If you have the drive, the detail, and the desire to learn, we encourage you to apply!

Apply Today