

**Traditions Wealth Advisors**  
*Accounting Internship Job Description*



Traditions Wealth Advisors is an independent fee only financial planning/wealth management firm located in College Station, TX. We are looking for LONG-TERM applicants who are available to start in Dec. of 2019 through May of 2020 and May 2020 and continue through the 2020-2021 school year until May 2021.

Many of our past interns have signed with Fortune 500 companies. Several of our past interns have gone on to gain careers on Wall Street. Most of our Accounting interns have signed with the Big 4 Accounting firms after completing their internship and degree at TAMU. Our internships provide you with the knowledge and experience you need in the real world.

***Duties:***

- Accounting using Quickbooks Pro
- Manual inputting and balancing of checkbook registers
- Preparation of quarterly & annual employment tax returns
- Income tax reporting & payroll tax
- Bookkeeping & cash flow forecasting
- Payment of invoices and bills
- Tax research, clerical tasks, answering phones, etc.

***Qualifications:***

- **Must be an undergraduate junior/senior or master's student and minimum upper-level BBA, PPA, or MBA in Accounting**
- Must be very detailed oriented
- Applicant must have and maintain at least a 3.0 GPR.
- Self-starter, organized, proactive
- Needs little direct supervision, independent
- Knowledge of Microsoft Office
- Excellent communications skills
- Exceptional time management skills

***More Information:***

- Number of openings (per position): 1 per position
- Office hours: Monday-Friday: 9AM-5PM
- Hours per week: 10-15 and starting wage/salary: \$7.25 per hour
- Job location: off-campus (in College Station) To apply, e-mail your resume and an unofficial transcript to the Career Center [careercenter.tamu.edu](http://careercenter.tamu.edu)