

# SDK Intern Job Description

**SUMMARY**

SDK Interns will complete entry-level accounting, auditing and tax activities. They are supervised by Staff and Senior accountants and members of the management team.

**EDUCATION/EXPERIENCE REQUIRED**

Pursuing 150 credit Bachelor’s degree in accounting from accredited university/college and have a GPA of 3.0 or better (preferred). We are looking for candidates who are dependable, have great communication skills are willing to work hard to reach their goals. Basic knowledge of Microsoft Office products is required.

**BENEFITS:**

- Internal Training
- Young Professionals networking opportunities
- Social activities and lunches with SDKers
- Free membership to onsite fitness center
- Close to all the downtown sports facilities
- Close to a variety of theaters including the Guthrie
- Walking distance to tons of restaurants

**KEY RESPONSIBILITIES**

<p><b>TAX</b></p> <ul style="list-style-type: none"> <li>• Prepare individual, corporate and partnership tax returns for clients.</li> <li>• Review financial records such as income statements and documentation of expenditures in order to determine forms needed to prepare tax returns.</li> <li>• Prepare a completed and organized tax file including supporting documentation for the tax return.</li> <li>• Perform tax assignments for multiple states.</li> <li>• Assist in research projects.</li> <li>• Understand technical tax principles and begin applying knowledge to practical business problems.</li> <li>• Understand pertinent IRS sections and regulations.</li> <li>• Participate in team meetings and activities.</li> </ul>	<p><b>AUDIT*</b></p> <ul style="list-style-type: none"> <li>• Review and understand accounting systems.</li> <li>• Prepare clear and concise work papers with definitive conclusions.</li> <li>• Prepare, analyze, and verify financial statements, and other records.</li> <li>• Prepare recommendations for inclusion in the management letter.</li> <li>• Assist in the preparation of financial statements and notes to the financial statements.</li> <li>• Participate in compilation and review engagements.</li> <li>• Understand the pronouncements of the FASB, AICPA, PCAOB, DOL and GAO/GASB (when assigned to governmental engagements).</li> <li>• Participate in team meetings and activities.</li> </ul>
<p><b>ACCOUNTING SERVICES</b></p> <ul style="list-style-type: none"> <li>• Prepare journal entries as needed to generate a general ledger.</li> <li>• Review and analyze general ledger accounts.</li> <li>• Perform monthly, quarterly and annual compilation engagements.</li> <li>• Prepare monthly, quarterly and yearly payroll processing and returns.</li> <li>• Prepare sales/uses tax, and other monthly/quarterly returns assigned.</li> <li>• Participate in team meetings and activities.</li> </ul>	<p><b>WORKING CONDITIONS*</b></p> <ul style="list-style-type: none"> <li>• Occasional same-day travel for work at client’s offices and seminars.</li> <li>• Occasional out-of-town travel with overnight stay for client work.</li> <li>• “Dress for your day” dress code.</li> <li>• Ideal location near North Loop.</li> <li>• On-site restaurant and Penny’s Coffee Shop.</li> </ul>

*\*Note, some client work requires travel to client sites, both locally and in the five-state area (approximately 10%). For local travel, access to a personal vehicle, Uber, or public transportation will be required.*