

Data Entry Internship

We are looking for a **Data Entry Intern** to help with the April 2019 tax season. This position may continue beyond the April tax season.

The primary role is to input information from client documents into our tax and accounting software. The ideal candidate will be computer savvy with a keen eye for detail. You will report to an account manager or another team member. Understanding of data confidentiality principles is compulsory.

Responsibilities

- Input data provided from clients into ProSeries and QuickBooks
- Verify data by comparing it to source documents
- Update existing data as needed
- Retrieve client files from document storage database as needed
- Sort and organize paperwork after entering data to ensure it is not lost

Preferred Qualifications:

- Prior tax preparation experience and/or coursework
- Experience using ProSeries tax software
- Experience using QuickBooks (desktop & online versions)

Minimum Qualifications:

- Great attention to detail
- Tech savvy
- Excellent knowledge of word processing tools and spreadsheets (MS Office Word, Excel etc.)
- Working knowledge of general office equipment and computer hardware and peripheral devices
- Good command of English (both oral and written)
- Customer service skills
- High school degree or equivalent