



## Discover the world of public accounting with the 3<sup>rd</sup> largest CPA firm in Richmond!

**Keiter Stephens** is seeking a:

**Co-op Student** for our **Richmond, VA** office

### **What makes us different?**

Keiter Stephens is the 3<sup>rd</sup> largest CPA firm in Richmond. We offer:

- Fun Firm culture
  - o Community service opportunities
  - o Happy hours, family picnics, etc.
  - o Sports teams
- Paperless office/technology-focused environment
- Excellent benefits
  - o Summer hours
  - o Health insurance
  - o Paid time off
  - o Gym membership
  - o 401(k) and profit sharing

### **What is our mission?**

- To provide quality service to our clients.
- To provide fulfilling careers to our staff.
- To share our time and resources to give back to the community.

### **Primary responsibilities:**

- Prepare tax returns.
- Assist on audit engagements for clients.
- Record transactions in journals, classify postings, total, and cross-total entries for a period.
- Reconcile bank accounts between accounting records and bank statements.
- Prepare schedules for property and equipment, and calculate depreciation and amortization.
- Make adjusting entries and complete trial balances in order to prepare a tax return.
- Ensure that client files are stored properly in our paperless environment.
- Other tasks as needed.

### **Job requirements:**

- Accounting majors with a preferred GPA of 3.0 or higher
- Juniors (students who have completed at least one semester of Intermediate Accounting)
- Excellent computer skills: Microsoft Office and Adobe Acrobat
- Students interested in pursuing a career in public accounting
- Ability to work during an entire semester, 40+ hours per week