



**Discover the world of public accounting with the
3rd largest CPA firm in Richmond!
Keiter Stephens is seeking an:**

Intern for our **Richmond, VA** and **Charlottesville, VA** offices

What makes us different?

Keiter Stephens is committed to fostering a continuous learning environment. In addition, we offer:

- Fun Firm culture
 - o Sports teams
 - o Community service opportunities
 - o Happy hours, family picnics, etc.
- Paperless office/technology-focused environment
- Client consulting – get to know business owners and controllers, help make a difference
- 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.

Internships are an integral part of our recruiting process. We are looking for bright candidates who are interested in pursuing an internship in public accounting.

We offer two types of internships:

- (1) **Summer** - Our summer internships last from June to August, and interns work approximately 35 hours per week.
- (2) **Yearly** - Ideally, our “yearly” interns work a minimum of 20 hours per week during the school year, and approximately 35 hours during the summer.

Our goal is to provide interns with a meaningful work experience in a public accounting environment.

What are the 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.

What are the job requirements?

- Accounting majors with a preferred GPA of 3.2 or higher
- Sophomores and juniors (second and third year undergraduate students)
- Excellent computer skills: Microsoft Office and Adobe Acrobat
- Students interested in pursuing a career in public accounting