



Summer Internship Program
May 26, 2020 - August 7, 2020
External Employer
Job Description

Employer: Kimball E. Rubin & Associates LTD.
Assignment Address: 25550 Chagrin Blvd., Suite 305, Beachwood, OH 44122
Job Category (Select up to 2): Accounting/Finance
Work Schedule/Hours: Specific schedule to be determined within the hours of M-F 8:30am - 5pm
Internship Duration: 10 Weeks
Internship Dates (Start/End): May 26, 2020 / August 7, 2020 (flexible between these dates)

Company Profile: (e.g., in one or two sentences, describe your business)

CPA and property management firm located in Beachwood.

Job Responsibilities: (e.g. functions and/or projects)

- Gain experience in the preparation of tax returns, financial statements, tax research and business consulting
- Develop an in-depth knowledge of businesses and industries while working on client engagements
- Analyze and gather data

Required Qualifications: (e.g. declared major; specific coursework; competencies, knowledge, skills, and abilities)

- Actively pursuing an undergraduate degree in Accounting of Finance
- Possess excellent written and verbal communication skills
- Strong analytical and problem-solving abilities
- Proficiency in Microsoft Office Excel
- Work well under pressure to meet deadlines in a rapidly changing, fast paced environment