

HYUNG NO LEE, CPA	
About	HYUNG NO LEE, CPA assists taxpayers and small businesses with taxes in Fort Lee NJ and the surrounding communities.
Location	Fort Lee, NJ
Job Title	J-1 Accounting Intern (\$18+/hr)
Job Description	<p>[Qualifications]</p> <ul style="list-style-type: none"> • Have a BA/BS degree in Accounting, Business Administration, or related field • Proficient in the use of Excel spreadsheets • Have strong written and oral communication skills • Highly organized with strong attention to details and ability to work independently • Daily commute to Fort Lee office <p>[Responsibilities]</p> <ul style="list-style-type: none"> • Daily assignments include but not limited to monthly writeup, reconciling bank statements, maintain depreciation schedules, make corrective journal entries, prepare financial statements, interact with clients for accounting and tax work and take a lead role in completing the assignments on a timely manner • Review of clients' QuickBooks file, correct errors and make ready for tax preparation • Other compliance returns and issues commonly encountered by small and medium businesses • Preparation of 1040, 1065, 1120, 1120s, and 990