



## 2010 Internship Requirements

The internship program provides MaloneBailey, LLP with an effective way to connect with a qualified and motivated group of students. It is the intent of the program that this partnership will provide a meaningful on-the-job learning experience to students who are developing to be future accountants.

### Benefits of the Program

1. Valuable work experience
2. Potential future employment opportunity
3. Excellent experience with actual public accounting situations
4. Evaluate and screen firm as potential employer
5. Build long term relationships and networking opportunities

### Internship Description

Interns work side by side with staff, managers, principals, and clients with the responsibility of providing world class client service. Interns will work the busy season—that means full-time plus. As such, we encourage interns to focus on their internships and plan accordingly.

Our internships provide an excellent opportunity to work in the field, where you will participate on audits, prepare corporate, partnership, and individual tax returns and complete special projects utilizing various software programs.

This internship is paid; interns will receive hourly pay with overtime (OT) pay at time and a half.

It is our hope that all of our interns will be joining us full-time once they graduate. For more information about MaloneBailey, please visit us on the web at [www.malonebailey.com](http://www.malonebailey.com).



## Audit Internship

The audit internship is a full time opportunity offered in the spring (January through May). As an intern, you will do the following:

- Become proficient in assisting clients with routine accounting functions
- Participate on audits and complete special projects utilizing various software programs
- Assist audit team with the preparation of financial statements and audit reports
- Gain exposure to a variety of industries through audit work
- Attend a training session to become familiar with MaloneBailey audit programs
- Become familiar and adhere to the Firm's policies and procedures

For consideration we require:

- Working toward a B.A/B.S. in Accounting (must meet 150 credit hours)
- Excellent written and verbal communication skills
- Strong Microsoft Excel skills
- Completion of intermediate and managerial accounting courses
- 3.0 GPA or above in major
- Ability to travel up to 15% of the time
- Ability to multi-task and work in a fast paced environment
- Copy of transcript

## Tax Internship

The tax internship is a full-time opportunity offered in the fall (August through October) and spring (January through April). As an intern, you will do the following:

- Prepare individual, corporate, partnership, and other types of tax returns and perform limited tax research, with guidance, from the person in-charge
- Perform a range of accounting procedures
- Gain exposure to a variety of industries through the tax preparation process
- Interact with clients to review and apply accounting and tax principles
- Attend a training program to gain basic tax knowledge and become familiar with MaloneBailey tax policies and procedures
- Become familiar and adhere to the Firm's policies and procedures

For consideration we require:

- Working toward a B.A/B.S. in Accounting (must meet 150 credit hours)
- Completion of tax course
- Excellent written and verbal communication skills
- Strong Microsoft Excel skills
- 3.0 GPA or above in major
- Ability to multi-task and work in a fast paced environment
- Copy of transcript