



Job Description—Intern, Accounting

Ryan & Wetmore, PC

ABOUT US

Ryan & Wetmore is a full-service accounting, tax, and management consulting firm, servicing the Metropolitan Washington, DC, area since 1988. We provide a proactive approach with our clients and staff in our traditional and non-traditional consulting services.

We work hard to earn our clients' confidence by encouraging open communication year-round. Through our numerous consulting engagements, we have become trusted business advisors. We do this by balancing our objectives of keeping an unbiased perspective and being our clients' advocate. This approach has enabled us to help clients become more efficient, more competitive, and, therefore, more profitable.

Our employees are given the autonomy and trust to work on deadline-driven client deliverables independently while sharing close relationships with their supervisors. At Ryan & Wetmore, we believe that we can only be our greatest if our team is equipped with the best tools, content with their work environment, and energized to excel.

ABOUT THE ROLE

Ryan & Wetmore, PC is looking for an Accounting Intern. Here you will receive learning opportunities through job shadowing, direct work experience, and system and software training. We strive to provide the most meaningful and practical experience for you. As a result, we work with you to develop both personally and professionally to tailor the internship experience to your specific goals. Everyone at the firm will be available to guide and assist you throughout your internship experience.

POSITION TASKS

Learning & Development

- **Systems Training**—develop your skills by training in our IT systems and accounting software, tax return preparation, R&W audit approach, research, and timekeeping. Interns will participate regularly in offered trainings and learning opportunities.
- **Ambassador**—Acts as a representative of R&W during recruitment efforts, especially at school of graduation; acts as a liaison between the students and firm, makes announcements at school, posts information on social media, and attends career fairs.
- **Administrative Tasks**—Scans tax information as it comes in following Ryan and Wetmore process, prepare work papers, and assist staff on A&A engagements, performs administrative tasks as needed
- **Ethics**—Confidentiality of Firm and client information is critical.

Accounting & Research

- **Accounting & Reporting**—Perform substantive tests and tests of internal controls to identify and resolve issues. Draft financial statements under prescribed formats, prepare federal and state & local tax returns, and understand tax regulations and accounting pronouncements
- **Research**—Conducts research for the firm as requested, Completing tax planning and research
- **Clients:**
 - Understand clients' needs and expectations, their business and industry, accounting and control systems, employees, company values and industry-related GAAP and GAAS issues.
 - Promptly notify partners and staff of any client inquiries and requests
 - Assess risks and evaluate the client's internal control structure.

ABOUT YOU

Requirements:

- Student in accounting or related field
- A minimum 3.0 GPA is required
- Be a junior or senior level undergraduate or graduate student in accounting
- 90 credit hours completed and working towards B.A. / B.S. degree or equivalent from accredited university
- Basic understanding of accounting related terms and practices such as, the concept of billable hours, client confidentiality and professional ethics (AICPA & state societies)
- Basic research skills and abilities
- Time-Management—can complete tasks, timesheets, and attend to work in a timely manner
- Excellent written and oral communication skills
- Strong organizational skills
- A positive attitude and outstanding work ethic
- Have a desire to obtain a CPA license
- Willing to be part of a fun, hardworking and positive firm culture
- Ability to work at 1 of the 3 office locations: Bethesda, MD, Frederick, MD, and Vienna, VA

Desired Experience:

- Related work or internship experience in accounting and/or client-facing roles

BENEFITS

- Paid internship, bi-weekly
- Flexible part-time schedule and location placement to suit your university schedule and internship experience
- Opportunities to network and be on track for a career with R&W
- Invitations to events and luncheons put on by the office
- Open work environment & great coworkers