

The Employment Opportunities for Students link on the Dyersburg State web page is provided as a service to the community. Employers seeking to post a job announcement should contact the Counselor/Career Services Coordinator, Carmen Pfeifer, at pfeifer@dsc.edu or call 901-475-3137.

Employers are solely responsible for their postings. DSCC is not responsible for any employment decisions made by any entity posting jobs on this site. DSCC has sole discretion to restrict postings on this site. DSCC does not make any representations regarding the accuracy or validity of the information posted by employers and does not endorse any business or organization. Job announcements that contain inaccurate, false, or misleading information or material that exploits people or appears to be posted solely to solicit personal information will be refused at the discretion of the site manager. Announcements containing information that is irrelevant to the job opportunity being presented will be refused.

Job Title: Accounting Intern (paid position, can work around school schedule; full-time position available upon graduation); positions available beginning September 1, 2019

Business/Location: Bethany K. Huffman, CPA
8370 U.S. Hwy 51 N, Suite 112
Millington, TN 38053

Requirements:

- Basic Knowledge of Microsoft Word, Microsoft Excel, Microsoft Outlook, QuickBooks

Responsibilities include but are not limited to:

- Answering telephone in courteous, professional business manner and taking phone accurate phone messages as needed
- Organization of client files, records and data
- Ability to use QuickBooks and other client installed accounting software to complete accounting tasks such as data entry of checks, reconciliation of bank statements, printing of financial statements, etc.
- Set-up of new client chart of accounts, input of client financial information to prepare monthly financial statements
- Preparation of client payroll checks, direct deposit of payroll checks, calculation of payroll tax deposits and completion of quarterly and annual payroll tax returns and W-2/W-3 forms
- Completion of basic Excel spreadsheets to support client or office projects
- Organization of calendar, tasks and open items utilizing Outlook software
- Other miscellaneous office related tasks as assigned

Training for any tasks above to be provided on the job during internship period

Contact Information: Bethany K. Huffman, CPA (901) 872-6830

Can apply at: Resumes can be dropped off in person or e-mailed to bethany@huffmancpa.com

Bethany K. Huffman, CPA
8370 U.S. Hwy 51 N, Suite 112
Millington, TN 38053

Do you need help developing a resume or cover letter? Could you use some tips to prepare for an interview? Contact Ms. Carmen Pfeifer, Counselor/Career Services Coordinator at 901-475-3137 or email pfeifer@dsc.edu. Check out the DSCC [Career Counseling](#) webpage. Upload your resume to: www.jobs4tn.gov.