



Staff Accountant - Student Employment Program

- Our open application period for this position has now closed. We will be hiring again in the spring of 2025.
- Though not actively seeking applicants for this position at this time, we are always open to finding the right students to be part of our team. If you are interested in our firm and this position, you may still reach out to us.
- Send a cover letter and resume to careers@icpaf.com.
- The job description is in the following pages.



Student Employment Program

1. Practical experience and professional development in the accounting field.
2. You execute projects start to finish, experiencing a variety of hands-on work you will not find at larger firms.
3. A remote position with reasonable flexibility.
4. Onboarding and ongoing training support.
5. Opportunity to grow with us; we have a variety in the types of accounting work we do.
6. Opportunity to turn into a full-time position after graduation.

Hours and Pay

- Summer hours: 30-40 hours per week.
- School hours: minimum 15 hours per week.
- Starting pay range: \$10-\$15 per hour.
- We seek students who want to advance their careers and work with us for longer than one semester. The role fulfills an internship requirement; however, we are not looking for just an intern. The position is a job with responsibilities and long-term learning opportunities.

Staff Accountant Duties Include:

- Bookkeeping
- Financial statement preparation
- Tax preparation
- Learning to work with clients
- Managing and prioritizing workload



Qualifications Include:

- Willingness to learn.
- Collaborative team mentality.
- Detail-oriented. Employs high levels of accuracy in a time efficient manner.
- Adaptability. Enjoys a fast-paced environment and embraces change.
- Ability to communicate with clients and co-workers on a professional level, both verbally and written.
- Works well in a remote, virtual team environment.

Additional Qualifications:

- In the accounting program, on track to graduate with an accounting degree and planning to pursue a career in the accounting industry.
- Junior level *and/or* has completed Financial Accounting (Intermediate Accounting) *or* comparable experience.
- Must have internet access and internet speed of 100mbps.
- Must be based in and authorized to work in the United States. This job is not eligible for a US visa sponsorship.
- Does not reside in one of the following states: California, Washington, New York, Maryland, Virginia, Hawaii.

Who We Are / Company Culture

- Collaborative team.
- A company culture built on life-long learning. Unlimited opportunity for growth.
- We have fun. We get excited about numbers and helping people.
- Team members are driven to challenge themselves and deepen their expertise.



Firm Services

We work with clients throughout the United States. Our firm's services include:

- Tax preparation
- Bookkeeping
- Payroll
- Sales tax
- Multi-state tax
- Strategic tax planning
- Cash flow planning
- Business valuation
- Fraud investigation and prevention
- Forensic accounting
- Estate planning

Benefits for Students

- Professional development
- 401(k) match (minimum age 21)
- Part-time: 1 hour of paid time off (PTO) per 40 hours worked, up to 40 hours/year
- Additional benefits available for post-graduation full-time positions

Other

- We employ students who are driven and career-focused, and who will use this position to develop and propel their accounting career. If you are looking for a short-term internship or a couple-hours-a-week "job," this position is not the right fit for you.
- Firm environment: we are a hybrid firm with most employees working remotely. During our workday, we all join a video conference and work together over video – think digital cubicles in which we can easily share information and be a team. We come in and out of this meeting throughout the day.
- Learn more about our firm at <https://insightcpafinancial.com/students/> or contact us at careers@icpaf.com for general program questions.



To Apply

Submit the following four items to careers@icpaf.com:

1. Resume
2. Cover letter
3. References
4. Internet Test

REQUIREMENTS

Cover Letter:

- In your cover letter please include answers to the following: What drew you to our firm? Why do you want to work with us?

References:

- Please send 3 references.
- At least one of the references is a professional reference (professor, previous employer, etc.).

Internet Speed Test:

- Go to fast.com
- Run the speed test on your computer. This should be at the place you would be working from / the internet you would be using while working remotely.
- Take a screenshot of the speed information (open “show more”). Include the screenshot with your application.



Phone: 309-663-1353

Web: www.icpaf.com

LinkedIn: <https://www.linkedin.com/company/insight-cpas-financial-llc>

Offices:

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