



Student Employment Program

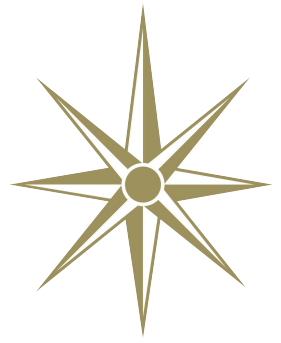
1. Practical experience and professional development in the accounting field.
2. You execute projects start to finish, experiencing a variety of hands-on work you will not find at larger firms.
3. A remote position with reasonable flexibility.
4. Onboarding and ongoing training support.
5. Opportunity 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. Your career trajectory within the firm would look like this: Accountant → CPA → Senior CPA → CPA Manager → Partner

Hours and Pay

- Summer hours: 30-40 hours per week.
- School hours: minimum 15 hours per week.
- Starting pay range: \$16-\$18 per hour. Actual pay within this range depends on the applicant's location, relevant skills, and experience.
- 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.

APPLICATION INSTRUCTIONS – NEXT PAGE



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>

Mail: 3040 N University Avenue, Decatur, IL 62526