



SPIEGEL

Introduction

Spiegel Accountancy Corp. is seeking an audit intern person to join our mortgage banking and private lending practice. Spiegel Accountancy Corp is a full-service accounting firm providing assurance, tax, fund accounting and consulting services. We are looking for a self-motivated member to join our team and our ever-growing practice. This qualified person will need to be strong in interacting closely with clients in providing assurance services. They will be working closely with the management team and junior staff on client management. This professional will be a solution seeker and provide value to our clients.

What We Offer

- A regional presence in the San Francisco Bay Area, while servicing clients on a national level
- A small, collaborative office atmosphere ,working on complex projects
- Better life balance and more flexibility
- Opportunity for growth and professional development

Objectives

- Prepare audit, review, compilation and agreed-upon procedure engagements to deliver efficient, accurate, complete and timely services for our clients.

AUDIT INTERN

Objectives

- Prepare multiple audit, review and compilation engagements to deliver efficient, accurate, complete and timely services for our clients.

Term

- The term is January 2, 2021 through March 31, 2021

Job Responsibilities:

Technical

- Prepare audit, review and compilation engagements, including executing fieldwork and managing budget to obtain a profitable realization rate.

Spiegel Accountancy Corp.

2300 Contra Costa Blvd. ■ Suite 425 ■ Pleasant Hill, CA 94523 ■ Phone (925) 977-4000 ■ Fax (925) 363-3370



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- Prepare lower-risk workpaper sections, including documenting any issues and conclusion.
- Identify any potential GAAP or compliance issues and bring to the senior or manager's attention.
- Prepare reconciliations of assets, liabilities, and equity accounts for non-audit clients.
- Maintain fixed asset schedules and calculate depreciation on book basis.
- Manage multiple clients, budgets and production goals.
- Research issues and document conclusions in accordance with GAAS standards and firm policies.
- Document workpapers in accordance with firm standards.
- Perform self review on all work prior to submission.
- Take full ownership of performing tasks assigned and follow up.
- Proactively seek feedback regarding performance.
- Actively pursue required CPA credentials.
- Be cognizant of engagement economics and work to follow budget in assigned areas.

Communication

- Effectively communicate technical issues to senior and manager using appropriate industry and technical language.
- Communicate status of progress on each section to senior or manager.

Information Technology

- Become familiar with software applications and technical software used by the firm.

Practice Development

- Develop an awareness of the firm's business strategy and services the firm offers.

Teamwork

- Help to create a positive environment and office culture.

Required Experience:

- Progress to obtaining a degree in accounting from an accredited university with 150 or more units of business and accounting courses
- Strong accounting and analytical skills
- Strong computer skills and proficiency in tax software

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- Excellent interpersonal, oral and written communication skills
- Detail oriented
- Ability to multi-task

Contact:

Please send your resume and cover letter to natalie@spiegelcorp.com. You are also welcome to ask questions related to the above-mentioned opportunities via email. Qualified candidates will be contacted. No phone calls please.

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