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MEMBERS
AMERICAN INSTITUTE OF
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FLORIDA INSTITUTE OF
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Overview: [Austin, Gillman & Lovano, P.L.L.C.](#) is Gainesville's leading certified public accounting firm specializing in tax. The firm serves a variety of clients including individuals, corporations, partnerships and trusts by preparing tax returns and advising on many tax issues.

Open Intern Position(s): As an intern, you will have the opportunity to gain first-hand experience in preparing all types of tax returns and acquire valuable skills including using tax preparation software, preparing financial statements and conducting tax research. You will work together with and have constant guidance from certified public accountants with more than 20 years of experience.

Main Responsibilities of the Position:

- Prepare tax returns for individuals, partnerships and corporations
- Set up trial balances for businesses and work out necessary tax adjustments
- Formulate depreciation schedules and prepare tangible property tax returns
- Perform bookkeeping using QuickBooks
- Assist with tax planning and tax research

Experiences You Will Get:

- Properly organizing client files for tax preparation
- Calculating and inputting tax information of clients
- Gaining a high level of proficiency in Excel by producing extensive worksheets such as trial balances and tax payment estimates
- Learning to use current tax preparation software
- Becoming well versed in common accounting software such as QuickBooks
- Strongly improving research skills on complex tax issues
- Cultivating relationships with distinguished and well-connected individuals
- Receiving valuable feedback from firm Partners
- Developing creative problem-solving skills

Qualifications, Abilities & Skills:

- Working toward a degree in Accounting
- Proficient in Microsoft Excel
- Skills & Abilities:
 - Strong organizational skills
 - Effective listening
 - Superior written & verbal communication skills
 - Ability to multitask
 - Strong attention to detail
 - Willingness to learn
 - Self-management & independence

Please email your resume to officemanager@abgcpa.com