



## MURRAY MOYER JOB DESCRIPTION

### INTERN/CLERK

#### Job Brief

Murray Moyer is looking for an intern to integrate with the operations of its tax resolution and accounting services, and to support our full-time staff. You will serve as an imbedded team member with exposure to a range of responsibilities, which will include opportunities to shadow senior team members. With tasks that involve overlapping with law, accounting, bookkeeping and financial planning, the ideal candidate is a well-rounded, highly motivated professional.

#### Job Title

Intern/Clerk

#### Reports To

Director of Operations

#### Responsibilities

- Serve as a positive and available team member providing support across our business
- Learn and increasingly understand core accounting, audit and tax resolution procedures
- Support team members as needed with task-oriented tax preparation and tax resolution discovery, in-take and case management
- Meet communicated deadlines
- Shadow senior team members on in-take calls/meetings and secondary consultations
- Shadow senior team members as appropriate during meetings with IRS and NCDOR representatives
- Be on time with a growth mindset

#### Requirements

- BS in law, accounting, finance or relevant degree
- Past experience in a professional service setting
- Basic knowledge of tax accounting, tax compliance and/or law
- Proficient with MS Office
- Good at meeting deadlines and solving problems
- Analytical skills with detail orientation

#### About Murray Moyer

Murray Moyer is a tax resolution, tax preparation and bookkeeping firm owned and operated in the state of North Carolina. We approach every client relationship with the understanding that complex tax matters can impact any individual and that no business is immune to challenging economic times. Our CPAs work in conjunction with our tax attorneys to offer tax preparation services for individuals and businesses.

Interested applicants should send an e-mail to [admin@murraymoyer.com](mailto:admin@murraymoyer.com). E-mail should include the position you're interested in, desired start/end date, goals/activities you want to achieve and your resume.