



## INTERNSHIP

cHb Advisors, LLC is actively seeking current college students who are in the Freshman to Junior year in college with a desire to work in public accounting. You should be enrolled in the accounting program at your school and have an interest in working in public accounting.

This is an excellent opportunity for you to get exposure in public accounting at a progressive CPA firm while still attending school. Our desire is to have working relationships with talented accounting staff who may eventually become permanent CPA's with cHb Advisors.

An internship opportunity with cHb Advisors, LLC is an entry-level, part-time or full-time non-exempt position.

If this opportunity sounds like a fit for you, please send your resume to [resume@chbadvisors.com](mailto:resume@chbadvisors.com).

### Essential Functions

- Assist finance, tax, technology and administrative departments with various projects including but not limited to:
  - Tax return assembly, scanning and preparation
  - Financial statement & QuickBooks support and related projects
  - Tax and Financial Research Projects
  - Data analytic projects
  - Support to the administrative department

### Required Education and Experience

- Enrolled in accounting program at your school
- Microsoft Office – Excel, Outlook, Word
- Excellent written and verbal communications skills
- Confidentiality

### About cHb Advisors, LLC

cHb Advisors, LLC has been successfully helping clients for over 22 years. Founded in 1998, cHb Advisors, LLC is in Saint Louis, Missouri serving clients across the United States. Our services are based on the level of client assistance needed, integrity, timeliness and accuracy. We specialize in tax compliance, financial consulting and software implementation services for individuals, closely held businesses & their related individuals, private equity companies, non-profit organizations, and trusts. We serve both foreign and domestic clients ranging from 2 – 60 million in revenues. Our company utilizes QuickBooks and various related third-party integrated applications for supporting our clients. We have been involved with QuickBooks since our



inception. We have industry focuses in the legal, manufacturing, construction, wholesale/distribution, medical, rental, and other service-related industries.

We offer competitive compensation and benefits in a casual work environment (suit up when necessary). We provide a balanced work environment with an emphasis on high-level customer service in a fun, accountable work environment. We are looking for excited, motivated individuals ready to take their careers to the next step and provide the highest level of service to our customers.

### **Equal Opportunity Statement**

cHb Advisors, LLC provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.