



TAX PREPARATION SUPPORT INTERN JOB DESCRIPTION

LOCATION

Aspyre Wealth Partners 10000 College Blvd STE 260 Overland Park KS 66210

ABOUT US

Aspyre Wealth Partners is a leading RIA firm in Wealth Management dedicated to providing exceptional tax solutions and services to our clients. We pride ourselves on our professional expertise, innovative approach, and commitment to delivering personalized service.

JOB SUMMARY

We are seeking a motivated and detail-oriented Tax Prep Support Intern to join our dynamic team. As a Tax Prep Support Intern, you will gain hands-on experience in the tax preparation process, assisting our experienced tax professional in providing high-quality service to our clients. This internship offers an excellent opportunity to learn about tax regulations, client communication, and the inner workings of a tax preparation service. We provide flexibility around school schedule and related activities.

JOB RESPONSIBILITIES

- Assist with process flow/design in a tax preparation service at Aspyre
- Preparation of 2024 income tax projections
- Preparation of federal and state individual, fiduciary, partnership and corporate tax returns.
- Assist with tax research and planning projects.
- Filing/organizing paperwork and scanning documents
- Entering basic tax return data growing to basic tax return preparation
- Additional opportunities and responsibilities depending upon the competencies demonstrated by the intern.
- Other duties as assigned

JOB REQUIREMENTS

Education:

- Currently pursuing a degree in Accounting, Finance, Business, or a related field.
- Coursework in taxation is a plus.

Skills:

- Strong analytical and problem-solving skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).



- Familiarity with tax preparation software (CCH Axcess) is a plus but not required.
- Attention to Detail: High level of accuracy and attention to detail in handling financial information.
- Communication: Excellent verbal and written communication skills. Ability to interact professionally with clients and team members.
- Time Management: Ability to manage multiple tasks and prioritize effectively in a fast-paced environment.
- Team Player: Collaborative attitude and willingness to learn and contribute to team goals.

DURATION

Spring 2025 – 20 to 30 hours/week from January through April

COMPENSATION

Internship is paid and compensation will be disclosed after applying

APPLICATION PROCESS

To apply, please submit your resume, a cover letter detailing your interest in the position, and any relevant transcripts or academic records to Jessi Chadd jchadd@aspyrewealth.com Applications will be reviewed on a rolling basis.

EQUAL OPPORTUNITY EMPLOYER

Aspyre Wealth Partners is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.