

ACCOUNTING INTERNSHIP EXPO

HOW GROSSMAN YANAK & FORD USES EMERGING TECHNOLOGIES IN TAX PREPARATION

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COMPANY:

GROSSMAN YANAK & FORD

INTERNSHIP POSITION:

BUSY SEASON TAX INTERN

MY TASKS AND KEY RESPONSIBILITIES:

AS A BUSY SEASON TAX INTERN AT GYF, I WAS RESPONSIBLE FOR THE PREPARATION OF STATE AND FEDERAL TAX RETURNS FOR INDIVIDUALS, CORPORATIONS, PARTNERSHIPS, AND TRUSTS. I WAS TASKED WITH ASSISTING THE TAX STAFF WITH THE ASSEMBLY OF SUPPORTING WORK PAPERS RELATED TO EACH RETURN. ADDITIONALLY, I IDENTIFIED, RESEARCHED, AND ASSESSED VARIOUS TAX ISSUES PRESENT IN RETURNS WHILE PROVIDING RELEVANT INFORMATION TO SENIORS AND MANAGERS. I LEARNED HOW TO COMPLETE TAX RETURNS WITH ACCURACY AND EFFICIENCY.

EMERGING TECHNOLOGIES USED DURING MY INTERNSHIP AT GYF:

- PROSYSTEMS FX: INTEGRATED TAX PREPARATION SOFTWARE THAT ALLOWS YOU TO ORGANIZE AND STREAMLINE YOUR TAX WORK FLOW
- CASEWARE: ELECTRONIC WORK PAPER FILING SYSTEM USED TO HELP BUSINESSES IMPORT AND ANALYZE DATA FROM VARIOUS APPLICATIONS
- INFLO: COLLABORATION TOOL FOR GYF AND THEIR CLIENTS TO SEND DOCUMENTS REQUIRED FOR TAX FILING
- AUTOFLOW: EXTRACTS DATA FROM SOURCE DOCUMENTS AND ENTERS IT DIRECTLY INTO FORMS 1040 AND 1041

IMPORTANT LESSONS LEARNED:

- HOW TO PROFESSIONALLY COMMUNICATE AND CORRESPOND WITH PROJECT MANAGERS
- HOW TO PUT MY PRIOR LEARNED KNOWLEDGE AND SKILLS INTO PRACTICE



TIP FOR FUTURE TAX INTERNS: TAKE LOTS OF NOTES AND DO NOT BE AFRAID TO ASK QUESTIONS DURING TRAINING; WHAT YOU LEARN HERE WILL SET YOU UP FOR SUCCESS FOR THE DURATION OF YOUR INTERNSHIP!