

EARLY INTERNSHIP PROGRAM

Real Experience. Real Growth.

Want to see what public accounting is really like? Our Early Internship Program gives you hands-on experience during busy season—plus a front-row seat to how a CPA firm operates.

You'll help with real client projects, learn office workflows, and even support our front desk team by answering phones and greeting clients. It's a great way to build professional skills while exploring the world of accounting.

What You'll Do

WORK ON CLIENT PROJECTS

- Organize and prepare client files
- Scan and manage documents
- Enter data into systems
- Help assemble tax returns
- Assist with other projects as needed

SUPPORT CLIENT SERVICE

- Welcome clients at reception
- Answer phones and direct calls
- Pitch in on office tasks

Schedule

- Part-time (20+ hours per week)
- Flexible to fit your classes

HIGHLIGHTS

Gain Insight – See how a CPA firm really works

Experience Busy Season – Learn the pace and energy of real accounting. *Summer also available in Bend and Hillsboro*

Build Skills – Communication, organization, and teamwork

Grow Your Network – Connect with professionals who care about your success

Jones & Roth early internships are designed for community college students, university freshman or sophomores starting their education in accounting.



Ready to start your accounting journey? Scan the QR code or visit jrca.com/careers to apply.

✉ careers@jrca.com

➔ jrca.com/careers

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