



WEALTH MANAGEMENT INVESTMENT CONSULTING

Job Title: Tax Intern Program
Location: Morristown, New Jersey

About Massey Quick Simon

Massey Quick was founded in 2004 to create a different kind of wealth management – one that suits its clients' best interests as a fiduciary by seeking to align the firm's goals with those of our clients and offer objective professional advice. On April of 2017, we underwent a merger with William E. Simon & Sons, our two firms have joined to form Massey Quick Simon and together we provide wealth management, investment consulting and family office services to high net worth individuals, families, endowments, foundations, and single family offices.

Why Work at Massey Quick Simon?

Massey Quick Simon's culture and company philosophy are founded on a set of fundamental values that influence the choices we make and the actions we take. Our core values encompass integrity & honesty, mutual trust & respect, ownership & accountability, and humility. We provide opportunity, nurture talent, develop our people and reward achievement. You will be joining a culture that promotes functional excellence and teamwork, a passion for learning, and values employee input to help shape the future of the firm.

Program Description

Tax Intern will provide support to the 360 and 310 office on tax projects as they arise. Massey Quick Simon primarily seeks someone who has an interest in business, particularly in accounting and available to commit full-time to a 3-month internship.

Duties & Responsibilities

- tax documents (downloading, saving and uploading)
- assist with the preparation of personal, partnership, s-corporation and trust tax returns
- assist with the preparation of federal and state extensions
- assist with the preparation of tax work paper files
- assist with bank account reconciliations
- assist with the preparation of financial statements

Attributes

- Foster a positive atmosphere within the office and with clients.
- Display team-oriented, collaborative spirit.
- Present professional behavior, appearance, and etiquette at all times.
- Ability to work under multiple managers in a dynamic environment.
- Ability to work at a high level of independence.

Qualifications

- Proficient with Microsoft Office, particularly Excel, Outlook, PowerPoint, and Word.
- Highly self-motivated individual who can work independently as well as on a team.

- Strong organizational, time management, and written/oral communication skills.
- Strong attention to detail.
- Knowledge of investing and financial markets is helpful but not required.

Application Process

To apply, please submit a cover letter and resume to jobs@mqsadvisors.com and complete the online application at http://www.hrmcacclaim.com/ho3/abw/job_redirect.asp?did=98&jid=73