

# HANTZ TAX & BUSINESS

## TAX ANALYST INTERNSHIP

Part Time Internship throughout the School Year

Hantz Group is a Michigan-based financial company that works with individuals and businesses to help them achieve their financial goals. We are a Family Office that offers a multitude of services tailored to each individual client. We deliver a team of professionals that are experts in their specific disciplines, yet work in collaboration to coordinate superior outcomes for our clients. By taking our holistic approach, we strive to reduce stress and save time for our clients so that they can focus on what's most important for their families.

### AREAS OF FOCUS:

- Asset Management
- Insurance
- Cash Flow Analysis
- Estate Planning
- Financial Planning and Retirement
- Tax Strategy and Planning
- Debt Strategies
- Property and Casualty Insurance

As a Tax Analyst, you will be integrated into the Family Office. Working closely with CPAs, Accountants, and Financial Advisors will broaden your knowledge about tax accounting and the important relationship tax accounting has with financial services. Our flexible working hours will allow you to gain valuable hands on experience in the field while obtaining your degree. Your work will include, but is not limited to:

### ESSENTIAL JOB FUNCTIONS:

- Prepare portfolio analysis for delivery
- Complete 401k analysis and risk returns
- Prepare tax projections using excel
- Tax return preparation
- Assist advisor's with paperwork and various tasks
- All other tasks assigned

### QUALIFICATIONS:

- Pursuing a Bachelor's or Master's degree in accounting or related field, 150 program preferred
- Intentions of completing CPA licensing, CPA track preferred
- Availability to work 20-25 hours a week
- Detail-oriented and strong analytical problem solving skills
- Effective time management skills and able to work independently
- Proficient in Microsoft Office
- Ability to use constructive criticism to positively influence work

The Company does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, height, weight, disability, marital status, or any other characteristic protected by law.