

**POSITION:** AUDIT INTERN

Prado & Renteria is a pillar to career growth. Our vision is to bring value and engagement opportunities to organizations and individuals to fulfill their purpose. Our unique Growth & Development Program focuses on you and supports you in becoming a fulfilled professional. At Prado & Renteria, you will find yourself challenged by both the business side of work as well as your path for personal development. At Prado & Renteria, you will also have numerous opportunities to work under some of the most prestigious and recognized names in the accounting world and the opportunity to work directly with the founders and partners of Prado & Renteria.

**Organization Description:** Established in 1990, Prado & Renteria has grown to become the largest Hispanic-owned CPA firm in Illinois. We serve a variety of clients focusing on governmental, corporations, private companies, and non-profit organizations.

The intern role is responsible for learning and applying their technical skills and working as part of a team carrying out tasks under close coaching and supervision.

**Duties and Responsibilities**

- Develops an understanding of the business and the Associate role.
- Develops technical skills on the job.
- Works as an effective team member to complete project components and assignment tasks.
- Builds working relationships at peer client level.
- Seeks to gain knowledge of client businesses.
- Effectively documents work.
- As a member of the team - implements solutions for clients.
- Identifies task issues as well as task progress in a timely and organized manner.
- Demonstrates an active interest in the business world by keeping abreast of market trends and business developments.
- Assists in proposal development and research gathering as requested.
- Participates in office wide initiatives – recruitment, marketing etc.
- Actively pursues self-development opportunities in line with the firm's competency model.
- Builds strong team relationship skills.
- Ambassador to the Universities.

**Qualifications**

- Working towards a degree in accounting from an accredited institution.
- Developing technical knowledge.
- Strong interpersonal and relationship building skills.
- Team player with a positive – 'can do' approach.
- Strong communication skills.
- A general and growing knowledge of accounting and audit services in various practice areas.
- Advanced knowledge of Microsoft Office Products specifically Excel and Word.
- Willingness to travel about 10% of the time

**To Apply:** Email cover letter and resume to: [hresources@pradorenteria.com](mailto:hresources@pradorenteria.com).