

# Tax Accounting Intern



The University of  
Texas System

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Department:	Office of the Controller
Location:	Remote or in-person/hybrid office environment at 210 W. 7th St., Austin, TX
No. of Openings:	1
Hours per Week:	20-32 hours (Negotiable)
Work Schedule:	M-F, hours to be determined with supervisor
Compensation:	\$22/hour
Orientation:	May 30 & 31, 2024
Start Date:	June 3, 2024
End Date:	August 9, 2024
Housing:	In-person interns are responsible for their own housing Housing at UT Austin is available for those on-site in Austin; rates to be provided
Required for Application:	Resume, Cover Letter
FLSA Status:	Non-Exempt
Benefits Eligible:	No

## About UT System

Established by the Texas Constitution in 1876, The University of Texas System consists of nine academic and five health institutions. [The University of Texas System Administration](#) is based in Austin, TX and is responsible for the central management and coordination of the fourteen institutions.

## About The Office of the Controller

The [Office of the Controller](#) leads financial and management accounting activities that ensure strong stewardship of resources and the financial well-being of the 14 University of Texas institutions. Responsibilities include validating the integrity of data submitted, recorded, and reported to both internal and external customers. The Office of the Controller is responsible for quality accounting, tax, and financial shared services while operating in a culture of responsible stewardship and sound fiscal management of UT System resources.

Business Administration is a Center of Excellence within the Office of the Controller. One of the responsibilities of Business Administration is overseeing tax compliance for both UT System and the 14 institutions.

## About the Internship

The University of Texas System Internship (UTSI) is a paid 10-week program that dovetails project-based work experience with a robust [professional development program](#), mentoring and opportunities for self-reflection.

## [More Information](#)

### Program Goals

- Contribute to UT student career development & success through real work experience
- Develop collaboration skills for a diverse, multi-generational workforce
- Offer hands-on experience in the student's field/function of study
- Provide a safe learning environment for professional development

### Learning Objectives

Students will have the opportunity to develop their skills in (1) public speaking, (2) business writing, (3) interpersonal communication & emotional intelligence, (4) project management, (5) networking and (6) tax accounting as well as (7) enhance their understanding of the field of higher education.

## Position Description

The University of Texas System Administration, Office of the Controller, is seeking assistance with federal/state tax compliance including tax research; examining and resolving local and/or systemwide tax issues; reviewing and updating tax related policies and procedures; and exploring applications for streamlining the tax information gathering and reporting processes. The position may also assist on non-tax related projects as assigned.

## Qualifications

Interested students should meet the following criteria:

- Accounting Degree Candidate
- Minimum overall GPA of 3.0 required
- Currently enrolled as an undergraduate or graduate student at one of the 14 University of Texas institutions.

Preferred

- Completed at least one semester of upper division accounting courses
- Completed at least one federal tax accounting course

## Knowledge, Skills & Abilities

- Attention to detail and the ability to work both independently and in a team environment are key.
- Must have excellent analytical, verbal and written communication skills.
- Ability to learn quickly by experience and instruction.
- Candidate must have proficiency in Microsoft Office applications, especially Excel and Word.

## Working Conditions

Work is performed in a hybrid office environment or remotely. Uses computer and other standard office equipment. Intern must provide WiFi. Interns will use their own personal computers if they meet the requirements necessary to handle the assigned projects. Secure UT System laptops are available if needed.

## How to Apply

Apply online at: [https://utsystemck.gov1.qualtrics.com/jfe/form/SV\\_8xiZtbCXnT3KXs](https://utsystemck.gov1.qualtrics.com/jfe/form/SV_8xiZtbCXnT3KXs)

## Additional Requirements

- **Professional Development Program (PDP):** PDP sessions take place every Tuesday from 1-2:30PM CT. PDP sessions are *MANDATORY*. Students who will be taking classes or have other work/academic obligations at this time during the program dates should not apply.
- **Residency:** ALL interns & law clerks, including those working remotely, **must reside in the state of Texas** for the duration of the program.
- **Intern & Law Clerk Summit:** ALL interns and law clerks must be available to attend an in person Summit in Austin on July 30 & 31. (Transportation and accommodations are provided by UT System.)

This position is security sensitive and subject to Texas Education Code 51.215, which authorizes the employer to obtain criminal history record information.

## Equal Opportunity/Affirmative Action

The University of Texas System Administration is a federal contractor committed to providing equal employment opportunity for all qualified applicants and employees in all terms and conditions of employment. U. T. System will provide equal employment opportunity to all qualified persons and will not discriminate on the basis of race, color, sex, sexual orientation, gender identity/expression, pregnancy, religion, national origin, age, disability, genetic information, protected veteran status, or any other characteristic protected by federal or state laws.

For information on accommodations for individuals with disabilities, please contact the Office of Talent and Innovation at [oti@utsystem.edu](mailto:oti@utsystem.edu).

Please direct questions to [UTSI@utsystem.edu](mailto:UTSI@utsystem.edu).