



## Internship Program Description

### The Firm's Mission Statement

Ross & Moncure is a boutique public accounting firm in Old Town Alexandria. With a staff of only fifteen, Ross & Moncure is known throughout the Washington metropolitan area for its specialty in the taxation of multinationals, journalists, and those in the media or intellectual property industries. Ross & Moncure is committed to treating clients as part of a "family" and to making the processes of reporting and paying taxes as painless as possible. Customers should always be treated with respect, and Ross & Moncure employees are expected to go out of their way whenever possible to accommodate clients. This is why they pay top dollar and return year after year.

### Summary of the Program

Ross & Moncure's internship program is intended to benefit young professionals as much as the firm. Past interns have gone on to work for the World Bank, non-profit entities, investment banks, and law firms. The work that interns do during their stay is relevant to those hoping to pursue careers in public accounting, tax law, banking, or as a CFO.

Ross & Moncure appreciates the energy and enthusiasm that young people bring to the firm. Interns in the past have been fountains of new ideas, and have taken on complex and time-consuming tasks with an eye for detail and to learning as much as possible from the experience. While interns are paid, it is recognized that candidates are highly-qualified young people and therefore ought to benefit from their months at the firm beyond just financially. Our candidates are generally those interested in business and finance, but relatively unconvinced by the work environment of large corporations.

### Required Education and Experience

The firm prefers interns approaching the end of their undergraduate studies or embarking upon graduate studies. Preferred majors are Accounting, Business Administration, Economics, or Mathematics. The firm will consider outstanding students from other fields of study, so long as they have a keen interest in accounting, law, or taxation. An interview is an essential part of our selection process. No previous work experience is required.

## Required Knowledge, Skills and Abilities

Ross & Moncure highly values excellent communication skills, both oral and written. Preference is given to candidates who speak languages in addition to English (Spanish, French, and German are especially useful given our client base; also useful are Norwegian, Swedish, Finnish, Danish, Dutch, Italian, Russian, Portuguese, and Cantonese). Our clients appreciate the ability to communicate with us in their mother tongue.

## Program Rotation

<b>Period</b>	<b>Dates</b>	<b>Schedule</b>	<b># of Interns</b>
Pre- tax season	September - December	Full-time or part-time	1
Tax season	January - April	Full-time or part-time	2
Post- tax season	May - August	Full-time or part-time	1

Please, in your application, propose a work schedule to us loosely based on the above. We are flexible about hours and start- and end- dates. Most important to us are the number of hours worked, not the dates and times of those hours. We have deadlines to meet and staff accordingly. We welcome and encourage applicants interested in staying with the firm for two or more of the above periods.

## The Substance of the Program

We hope that interns will stay with us for at least three months. We budget eight to ten days for interns to learn the runnings of the firm, and hope that they put in at least another ten weeks beyond those ten days in order to delve into the substance of the work.

While interns will inevitably be required to help with the administration associated with income tax preparation, we also promise:

- Each intern will shadow the CEO at no fewer than three tax-planning meetings with clients;
- Each intern will get personal instruction from a senior consultant on estate and trust law, corporate tax strategy, or international tax law and treaties;
- During the three months, each intern will be asked to help with a major, substantive project in addition to everyday tasks. This could be an audit, an issue related to probate law, or the researching and meeting of international reporting requirements on behalf of clients.

## Benefits

Interns at Ross & Moncure are paid hourly, despite the fact that all permanent employees are salaried. We currently offer \$17/hour for the position, though some of this total will be withheld to cover taxes. Pay is distributed bi-weekly.

Ross & Moncure seeks to support the WMATA public transit system. All employees working at the firm for more than three months are eligible to have their public transit expenses reimbursed via our SmartBenefits system. Therefore, any intern who elects to stay with the firm for more than one period will have their metro expenses covered. Interns are required to present evidence of the cost of their travel expenses.

Coffee, tea, spring water, and various sodas are kept in the refrigerator for common consumption throughout the year.

Ross & Moncure does not provide parking, though there is an abundance of street parking in the area.

Interns who work during the tax season are encouraged-- but not required-- to work on Saturdays. Lunch will be provided by the firm on these Saturdays. The firm also regularly purchases breakfast and snacks for employees during this period.

## Contact Us

Please send a CV and cover letter to [rachel@rossmoncure.com](mailto:rachel@rossmoncure.com), if interested.

You can learn more about us at [www.rossmoncure.com](http://www.rossmoncure.com).

We are located in Old Town Alexandria at 726 North Washington Street, Alexandria, VA 22314. We are a five to ten minute walk from the Braddock Road stop, which is on the Blue and Yellow lines.