



Texas Woman's University
 Career Services
 P.O. Box 425619, Denton, TX 76204-5619
 (940)898-2950 | FAX (940)898-2956
<http://www.twu.edu/career-services/>

**INTERNSHIP/COOPERATIVE EDUCATION
 JOB REQUISITION FORM**

Open Date:
 September 25, 2011
Rate of Pay:
 \$8 to \$15 depending on experience
Title:
 Accountant/bookkeeper
 Flexible with students schedule? Yes.

Beginning Date:
 Immediately
Hours per Week:
 10 to 20 hours per week
Area of study/Major:
 Accounting

Times Needed to Work:

Saturday	Tuesday	Wednesday	Thursday	Friday
Flexible		Flexible		Flexible

List skills/qualifications needed for this position:

Please see the attached description for additional information.

Growing CPA firm in Denton County (Corinth, TX) is seeking a general accountant with multiple service responsibilities. Bookkeeping proficiency required. Willing to train and invest in the right individual on other responsibilities. Tax and assurance (audit) experience not required. College degree not required.

Our goal is to develop the right individual into an integral part of our organization.

Essential Attributes

1. Punctual and able to meet deadlines
2. Strong work ethic
3. Independent
4. Proactive in meeting client needs and solving problems
5. Coachable; desire to learn and develop professionally
6. Detail-oriented
7. Accurate and efficient in performing tasks.

Contact Info

Company/Department:
 Ivan Alvarez CPA PLLC
 Contact Person(s):
 Ivan Alvarez, CPA
 E-mail: ivan@ia-cpa.com

Contact Person Position:

 Web site: www.ia-cpa.com

E-mail this form to MFuhrmann@twu.edu or fax to (940)898-2956.



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Please notify the Career Services Office when a position has been filled to assist us in keeping the Internship/Co-op job board and website current for TWU students. Thank you!

-----**DISCLAIMER**-----

The TWU Office of Career Services makes no representation concerning persons seeking employment from, or the jobs posted on, the Career Services website/social media sites/bulletin boards. The Office of Career Services does not post home based job opportunities. The Office of Career Services reserves the right to decline to post any employment opportunity.