



Company:	Liberty Mutual Insurance
Position:	Tax Accounting
Academic Majors:	Accounting, Tax, Taxation Certificate
T-Accessible:	Yes – accessible via the green line
Address:	175 Berkeley St. Boston, MA 02116
Hours/ Days:	Flexible based on needs of participant
Compensation:	\$15.00/hr. + travel stipend

Organization Overview (mission, service areas, size, culture):

We believe strongly that commercial success can be achieved in a manner consistent with principles and ideals that bind us together as one company, that set us apart from our competitors, and that in the end will allow us to say we have succeeded commercially by doing the right thing the right way.

We believe that the Company's success is inextricably linked to our employees' satisfaction and success: satisfaction that they work for an industry leader committed to improving safety, satisfaction that they work for a company that does the right thing, and satisfaction that the company will reward them for their contributions and provide opportunities for personal growth and success.

We believe our employees take pride in knowing that they help people live safer more secure lives every day.

Internship Position Summary (please include any training provided):

The Tax Accountant intern is responsible for tax return preparation, as well as compiling consistent, accurate and efficient information for tax reporting, tax compliance and tax examinations. Under the direction of the supervisor, the Tax Accountant co-op performs research and provides summary of work with supporting documentation for tax positions taken on returns and for proposed transactions. With guidance, the successful candidate will work to support and document the business case for incorporating tax planning strategies into business objectives. In addition this position will assist with tax controversies, including responding to information requests and evaluating the impact of proposed adjustments on the Company's current and future operations.

Job Responsibilities (regular duties and special projects):

- Assist in the preparation of various tax returns.
- Assist in the preparation of standardized financial reports based on set procedures.
- Prepare and input general ledger entries by utilizing set procedures and various accounting systems.

- Retrieve data from various source systems to perform reconciliation routines.
- Review and update job documentation.
- Perform spreadsheet work to help analyze and distribute requested financial data to internal customers in a clear concise format.

Qualifications (attitude, skills, abilities, knowledge, experience needed):

- Currently pursuing a degree in Accounting or Taxation
- Minimum GPA of 3.0
- Related internships or work experience preferred
- Basic knowledge of accounting practices and procedures