Job Listing

Angela L.H. Sayers, CPA, MBA,
An Accountancy Corporation

ACCOUNTING INTERN
Internship

<table>
<thead>
<tr>
<th>Date</th>
<th>Type</th>
<th>Wage</th>
<th>Openings</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/11/2007</td>
<td>Internship</td>
<td>$10 per hour</td>
<td>1</td>
</tr>
</tbody>
</table>

Start:

<table>
<thead>
<tr>
<th>Location</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Rolling Hills Estates, CA</td>
<td>Mon-Fri 8-15 hrs/week</td>
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Company Description
Bookkeeping, accounting services and income tax.

Job Qualifications
Sophomore/Junior with at least 3.0 GPA enrolled in an accounting program at 4 year university. Must be detail-oriented, organized, able to communicate well, and work independently. Microsoft Office proficiency is required: MS Word and MS Excel. Knowledge of QuickBooks Pro is preferred.

Job Description
Your duties will include the following: maintain client financial records, compile financial statements, prepare a variety of bookkeeping functions, maintain client financial documentation, and perform other various tasks as directed.

How to Apply
Email resume including college transcripts and a letter of recommendation from your instructor.

When to Apply
ASAP

Contact
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One Solution Human Resources
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