

# GENERAL TECHNICAL SKILLS LEARNED as a Cohen & Company intern

## ACCOUNTING SKILLS

- Prepare 1120S and 1065 tax returns.
- Prepare accounting workpapers: cash, A/R, inventory, fixed assets, A/P, debt, intercompany, book to tax, Ohio bonus depreciation, and others.
- Perform audit testing of cash, fixed assets, and accounts payable.
- Test journal entries and internal controls procedures in an audit.
- Perform audit testing on investment accounts (stocks & bonds) for Cohen McCurdy mutual fund companies.
- Determine the appropriate adjusting, federal, and reclass journal entries to book.
- Prepare consolidated corporate tax returns.
- Prepare a variance report in a review.
- Prepare financial statements.
- Prepare 1040s, Ohio & various state returns, RITA & various city returns, and a PPT return.
- Prepare tax returns for step down real estate entities.
- Prepare an accrual to cash tax return.
- Basic usage of a scanner (scanning and creating PDF files)
- Windows Operating system (File folder management)
- Assist small companies in obtaining financing
- Analyze tax effects of investment decisions
- Audit many aspects of employee-benefit plans
- Learn the issues/procedures surrounding non-profit/government-mandated audits.

## COMPUTER SKILLS

- Excel: Import to and from other programs, Increased knowledge in various tool bars (Format painter, Summation button, Split screen / Freeze pain)
- Word: Use of tables
- Adobe Acrobat: Editing Files (Notes, Free text, Highlight), Merging documents, Create Excel document from PDF, Print other program documents to PDF
- Engagement Manager\*: Import external documents, Create new engagements and folders, Set up file folders
- Go Audit\*: Create, enter/import trial balances, Journal entries, Create new chart of accounts, Produce work papers, Import to Excel, Import to Go Tax Systems, Link trial balances to GoTax
- Go Tax Systems\*: Import a trial balance from GoAudit, Prepare 1040, 1120, 1120S and 1065 returns, Prepare state and city returns, General use between organizer and form, Enter capital assets
- Depreciation Solutions\*: Enter capital assets, Track book, tax, and AMT differences, Print various tax forms, Create custom reports, Create depreciation reports, Group and sort assets
- Accountware\*: General use for city and PPT returns
- E-forms – Super Forms\*: General use for Amended returns, Use for forms not provided on Go Tax (search for tax forms and related instructions), Prepare tax forms
- Progressus\*: Evaluation tool for staff and managers alike
- Lotus\*\*: Navigation though client file during Audit, General use of program
- Peach Tree & Quick Books\*\*: Navigation of program and client detail, Creation of trial balances
- Eclipse\*\*: DOS based client program (How to use DOS, How to search for Invoices, AR, AP, and other information)

\* Indicates programs specifically used at Cohen & Company

\*\* Indicates programs potentially introduced by client contact