

CAREERS

POSITION: College Summer Intern (Paid)

ABOUT GSA

Goldberg, Swedelson & Associates (GSA) is a boutique firm located in Encino, California specializing in the Pension and Profit Sharing field. GSA is a family owned and operated firm committed to providing personal attention and timely service to our clients and accountants with whom we work. The firm has been providing services to clients since 1965.

The firm has developed a strong expertise in the consultation and administration of qualified retirement Plans (Cash Balance, Defined Benefit, Profit Sharing and 401(k)) for closely held corporations, partnerships and sole proprietors and currently provides consulting services to over 1,000 plans of varying sizes.

We are currently seeking a college student with a major in accounting, economics, math (or related field) for a paid, part-time summer internship.

JOB OBJECTIVE

The primary objective is to support GSA staff with administrative duties in an accurate and timely manner.

JOB RESPONSIBILITIES

Including, but not limited to:

- General office duties: answering phones, filing, scanning, organizing and supporting GSA staff
- Supporting the Distribution Manager with Participant distributions and loans
- Assisting with implementation of new workflow software, including converting and uploading data for 1,200+ clients
- Helping to maintain goodwill with clients, their advisors and other professionals
- **Making suggestions to improve our firm's services (including improvements to existing forms and/or procedures, etc.) so we can provide better service, retain clients and attract new clients**

TERMS

- The intern position pays \$13.00 per hour.
- 20 – 30 hours per week during normal business hours (8:30AM to 5:00PM Monday through Friday) over the Summer

QUALIFICATIONS

- Must be enrolled in an accredited college/university
- Major in Accounting, Economics or related field
- Experience with Microsoft Office (Word, Excel, Outlook) and the ability to effectively communicate with clients and professionals orally and in writing
- Interest in finance, business or accounting.

You would gain valuable experience in learning office procedures, working in a fast paced, professional environment and obtaining knowledge in the pension field.

If interested, please e-mail your resume and college transcript to Mark Swedelson at mds@gsapension.com or you may mail them to:

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