Job Description

Job Title: Tax Data Analytics Intern   **Reporting To:** Director of Tax Data Analytics

Job Function: Location Based Incentives   **Job Location:** Cleveland, Ohio

Summary:

The Tax Data Analytics Intern will work with the Silverlode Location Based Incentives team and be responsible for researching tax credits, completing various state tax credit pre-applications and applications, and calculating various state tax credits. The ideal candidate will be detail and customer service oriented, have experience with MS Excel and be eager to learn about data modeling and corporate federal and state tax credits and incentives. This role will be a member of the LBI team.

GBX Group is an innovative, entrepreneurial organization. Working with our investors, we are dedicated to the revitalization of historic real estate properties in some of the greatest cities in the US. We are growing and expanding which gives us even more velocity and drive. Our culture is unique and very important to us. We challenge one another, work hard and truly enjoy how our work makes a difference to people in the communities we serve. We are looking for someone who is smart, driven and passionate about being part of a team that makes a real impact to join GBX as a Tax Data Analytics Intern.

Essential Duties and Responsibilities:
- Provide accurate and timely federal and state tax credit and incentive reporting using data analysis tools, such as PowerBI and Excel.
- Complete State Tax Credit Pre-Applications and Applications.
- Research tax credits and incentives to determine client eligibility and calculation procedures.

Education / Experience:
- Currently pursuing or have obtained a degree in Accounting, Data Science, or related field.

Knowledge Skills & Abilities:
Knowledge, skills and abilities listed below are the requirements needed to be proficient in this role.
- Demonstrates behaviors consistent with the Company's Core Values.
- Strong research, analytical and problem-solving skills.
- Excellent written and verbal communication skills
- Be assertive, creative and adaptable to changing conditions.
- Strong interpersonal skills; Works well with individuals at all levels of an organization.
- Well-organized and able to prioritize and multitask.
- Exercises sound judgement.
- Meets deadlines.
- Eager to learn.

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Computer Skills:
- Proficient in Microsoft Office software (Excel, Outlook, Teams, SharePoint,).
- Experience with PowerBI preferred.
- Ability to learn new software.

Compensation:
$20/hour and/or for course credit.

Hours:
30+ hours/week.

AAP/EEO Statement:

GBX provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law. GBX hires and promotes individuals solely on the basis of their qualifications for the job to be filled.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions and perform any other related duties as assigned by their supervisor.