



Student Internship

Conscious Money Solutions is a tax-focused, fee-only financial planning firm located in Amarillo, Texas. While our clients come from all walks of life, our primary focus is young medical professionals in Residency and Early Practice.

Because we are a small firm, our intern will be able to gain first-hand knowledge of virtually every aspect of running a successful financial planning practice. They will be directly involved in the process of acquiring and onboarding new clients as well as servicing existing clients. They will also be exposed to the general business and compliance issues that face financial planners today.

As much as possible, we like to get our work done between Monday and Thursday, so expect to work about 28 – 32 hours per week. We do see many of our clients remotely, typically via WebEx video conferencing. It is possible that we will have evening remote meetings 1 or 2 times per week as an accommodation to the client's schedule and time zone. We will supply our intern with the equipment necessary to log-in and participate in remote meetings from their location.

General Qualifications:

1. Proficient in Microsoft Word and Excel
2. Basic knowledge of personal Federal taxes
3. Basic knowledge of Federal and Private Student Loans
4. Basic skills with eMoney
5. Good written and verbal communication skills
6. Active social media presence
7. Able to attend occasional evening time remote client meetings

For additional information or to apply for this internship position, please contact Steve Swicegood at 806-352-3917 or at steve@consciousmoney.com.

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