

BiggsKofford

CERTIFIED PUBLIC ACCOUNTANTS
BUSINESS SPECIALISTS

BiggsKofford Accounting Internship Program

Dates of intern program: January/February through April 15, 2012

Compensation: \$18/hour (There will be no compensation for vacation, health or any other employee benefits as a temporary or seasonal employee.)

Housing Allowance: \$150 per each full month and \$100 per each half month. There are several apartment complexes within walking distance to the office. (The housing allowance is only for those individuals who have a housing expense and are relocating from outside El Paso and Teller counties.) Travel, housing and living expenses are paid by the intern.

Work Hour Expectation: 30 to 40 hours per week; more than 40 hours per week optional. Position requires working through Spring break.

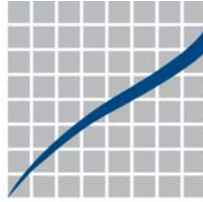
Post-internship Hiring: Many of our interns are offered a full-time position as an Associate with our firm after completion of the internship and graduation with a four-year accounting degree.

Intern Requirements: Individuals at this level normally have a basic understanding of accounting, bookkeeping or tax preparation, but may not have obtained a four-year college degree that includes a significant concentration of accounting or tax courses. Interns are expected to:

- Must have completed Individual Income Tax Class
- Must have a GPA of 3.30 or higher
- Become familiar with the firm's policies and procedures
- Prepare tax returns
- Assist our professional staff in performing controllership and bookkeeping services for clients
- Assist our professional staff in preparing work papers, trial balances, depreciation schedules, entering data for computer applications and preparing engagement correspondence
- Assist our professional staff in gathering data for tax return preparation, maintaining our tax library and maintaining our client tax files

The job of the intern is both challenging and rewarding. With experience and supervision, individuals at this level can assume many of the responsibilities of Associates. However, advancement to higher levels of the professional staff will require the completion of a four-year college degree with either a major in accounting or an equivalent number of accounting and business courses.

Our Team Members are the single most valuable asset of our firm. You will find an open-door policy that provides you with support, direction and insight into the field of public accounting. BiggsKofford is located in beautiful Colorado Springs, Colorado. We are the third largest CPA firm in our city and have been providing professional services to our clients for over 25 years. Please visit our Web site at www.biggskofford.com or call or e-mail Stephanie Johnson at (719) 579-9090 or sjohnson@biggskofford.com.

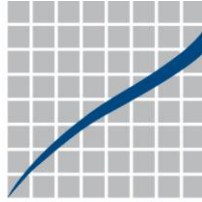


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Basic Benefits Summary

- **Promotion Bonus** – Team members receive bonuses upon promotion, ranging from \$1000 - \$4000.
- **Incentive Compensation Bonus** - BiggsKofford will pay each employee an Incentive Compensation bonus, if annual growth initiatives are earned.
- **Recruiting Bonus** - Team members will be paid a bonus for referring new team members, ranging from \$1,000 to \$4,000
- **Referral Bonus** - Team members will receive a bonus for clients referred to financial advisors with whom BiggsKofford has an alliance agreement.
- **CPA Exam Assistance** – BiggsKofford provides exam study materials and pays for testing and licensure expenses.
- **Advanced Education & Certification Assistance** – BiggsKofford will pay the expenses for advanced educational degrees and other certifications which are aligned with the firm's strategic direction.
- **Group Health insurance, dental plan, life insurance, and more** - BiggsKofford pays 99% of the team member cost for group health insurance and offers optional dependent coverage, dental and AFLAC products. Section 125 Flexible Spending Accounts and Health Savings Accounts are also available.
- **Retirement Plan** - BiggsKofford has a Simple IRA plan and contributes 2% of salary for all team members. Team member contributions are optional.
- **Vacation** – Ten days per year. Vacation time increases with years of service and/or certain promotion levels.
- **Additional Time Off** – Team members have the option of banking hours from busy season to be used as additional time off during off season.
- **Holidays** – Paid holidays include New Year's Day, Thanksgiving Day and the day after, Memorial Day, Independence Day, 1/2 Day of Christmas Eve, Christmas Day, Labor Day, and Tax Season Day (after April 15th).
- **Sick Leave** - 5 days per year.
- **Bereavement** - 3 days per incident upon the death of an immediate family member.
- **Customized Maternity Leave** – BiggsKofford will customize a plan for maternity leave that works for you and the firm.



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Benefits of Our Environment

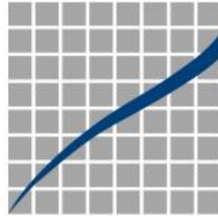
- **Work/Life Balance –**
 - Office hours are flexible with start times between the hours of 6 a.m. and 8:30 a.m.
 - The average amount of hours per week during busy season is 55-60 (less than industry average).
 - There are no mandatory office hours during busy season.
 - We offer an optional flexible work week during off season.
 - Fun factor: We plan fun activities throughout the year to lighten up the stress and provide team members with breaks during busy season (breakfasts, lunches, birthday parties, bingo games....and more!).

- **Opportunities –**
 - We give self-directed promotion and advancement to move at your own pace.
 - You will get to participate in our marketing shadowing program with Directors/Partners.
 - You will participate in Strategic Teams, which make recommendations on firm policies & procedures.

- **Breadth of Experience –**
 - New hires are provided the opportunity to work in tax, auditing, consulting, special projects, and merger and acquisition to provide a solid accounting platform and allow team members to see what they like and where they excel.
 - You will work with a large client base in both size and industry including Real Estate, Home Builders, Manufacturing, Casinos, Physician groups and Non-profits.

- **Team Environment –**
 - Our unique corporate structure promotes team work and interdependence.
 - Community involvement is a top priority for the firm. We participate in team-building events outside the office and many of our team members are active in local charity organizations.
 - Best practices, our ongoing feedback system which includes setting annual goals and objectives, 360 feedback (you give and receive feedback from all levels of the firm), performance reviews, and salary increases.

- **Training & Technology -**
 - New hires get extensive orientation and training.
 - You will learn from beginning, intermediate or advanced continuing education courses designed and taught by AICPA nationally recognized instructors specifically for BiggsKofford.
 - We offer triple monitors, a paperless environment, on-line research tools, remote access, and more.



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Commitment To Team Members

1. Your team members will be recruited based on their superior character, talent, and the capacity for significant growth.
2. You will be trained on the importance of individual and team roles in achieving our mission.
3. You will receive assistance in creating a career development plan that considers your expectations, needs and career objectives.
4. Your assignments, training, and development opportunities will be based on your roles and responsibilities, enhance personal and professional growth and support the accomplishment of your career development plan. Our CPE and training commitment is in excess of minimum.
5. You will receive timely, candid, and constructive performance feedback and career counseling that enhances personal and professional growth.
6. You will work in an environment where mentoring is part of the culture.
7. Your personal commitments and interests will be respected.
8. You will receive above average compensation that reflects the value of your performance and level of responsibility assumed.



Chris Blees
CEO

I graduated in 1994 from a small school in western Colorado. Through my entire college career I anticipated working for a Big 6 firm (now Big 4), and I was sure that was the direction I would go after graduation.

It was mid-February of my senior year, and I interviewed with several accounting firms including, some of the Big 6 firms that I so anxiously desired.

I received a call from a Colorado Springs firm, BiggsKofford (BK), for an interview. I hesitated, anticipating an offer with my Big 6 dream. However, I decided to meet with Jerry Biggs, since I was going to the Front Range that day anyway.

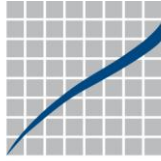
That was the best decision of my life. After meeting with Jerry, Kurt Kofford and a handful of others with BK that morning, my perception of what I wanted was changed.

They presented a different view of the CPA profession, one where a CPA is more than an auditor or a tax accountant. Their view showed me that accounting is a profession where a CPA is an advisor to the entrepreneur.

In addition, they promised a working environment where I would not perform audits all day or be “rat-holed” into an industry by chance. Rather, they spoke of work load variety and advancement based upon hard work not just years of service. This was the philosophy I was looking for, but during those college years, I didn’t know where to find it.

I received very attractive offers from the Big 6 firms, but I took a chance and declined, even before BK offered me anything. Perhaps that seems a bit foolish, but when Jerry called and offered me the job, it was the smartest bet I ever made.

I’ve been with BK for over 14 years now, and they have offered everything they ever promised...and much more.



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Deborah Helton
Manager

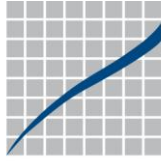
I went to college at CSU-Pueblo and graduated from their 3/2 program, where I got my bachelor's degree in business with an emphasis in accounting, as well as my masters in business administration.

After my interview with Jerry Biggs, I was determined to become a part of this firm, because I knew it was different. I was impressed by the youth of the firm and the partner group and the non-traditional, entrepreneurial approach.

After working here for over five years, I am truly glad to be a part of the BK team. I have a voice in how the firm is run and which direction is best for the future of the firm. I get to be a part of the supervisory process and can help grow the firm in a different way – by making sure those that I supervise are thriving and feel like they have the tools they need to succeed.

As I've grown in my positions, I have learned that there are three main goals that I want to see accomplished in my career. 1. I want to continually be challenged and grow my technical skills. 2. I want to have a good quality of life, as far as spending time with my family. 3. I want my desires and standards to align with the firm's desires and standards.

At BiggsKofford, I can truly say that all three of my career goals have been and are being met. I enjoy spending time with my two sons and my husband, as well as volunteering in the community. BiggsKofford gives me the flexibility I need to be committed to my family, as well as my career. The environment here and the people give me the opportunities I need to continue living my life and enjoy work at the same time.



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Eric Morgan
Supervisor

I joined the BiggsKofford team in August of 2006. One area that makes me unique to the firm is that I have five years of private industry accounting experience that I obtained prior to joining BiggsKofford. This gives me a unique perspective on assisting our clients, because I have personally experienced many of the challenges that they encounter on a day-to-day basis.

Because I have worked in both private industry and public accounting, I can tell you that the quality of experience gained in public accounting is much greater than in private industry. I believe that a career in public accounting will provide you with many challenges and will push you to excel in all that you do. By being part of the BiggsKofford team, I have been able to develop the attributes needed to provide excellent service to our clients.

I am a part of the firm's tax department, and I have the opportunity to assist our clients by providing timely and proactive tax advice. I am also a QuickBooks ProAdvisor and frequently assist clients that need training or support with their accounting software. I really enjoy this opportunity because it allows me to be exposed to many different types of business and to learn how they operate.

On a personal note, I am married and have three kids and enjoy reading and watching sporting events in my spare time. I attended UCCS and obtained an MBA with an accounting emphasis in December of 2008.



Josephus LeRoux
Supervisor

I grew up in Pretoria, South Africa. I love to run, so I eventually came to the United States on a track and field/cross country scholarship at a university in Oklahoma. From there, I transferred to Western State College in Gunnison, Colorado, and ran for the cross country team there.

I realized that accounting was what I wanted to pursue after taking my introduction to accounting class. After graduating, I got a job at a public accounting firm in Denver, but quickly got tired of the commute and decided to search for a job in Colorado Springs.

Fortunately, there were connections between the firm I was working at in Denver and BiggsKofford. When I interviewed in late 2004 with BK, I was impressed to find a committed group of people who truly enjoy their jobs.

After working with BK for a while now on the auditing side, I still enjoy my job. I want to get my CPA license soon, and eventually, I want to go into forensic accounting. BK is helping me take the additional classes that it takes to get my forensic accounting license as well.

Not only do I enjoy my time working at BK, but I like the fact that there are people here who enjoy the things that I like outside of the office, like cycling, running and being outside. I am married and have a son, and I enjoy spending time with them.



Elizabeth Woods *Associate*

I grew up in the mountains of Colorado. Naturally, I took up skiing at a young age, which led me to my first passion: ski racing. I started racing when I was five years old and eventually achieved my goal of making the US Ski Team. However, due to injury, I had to give up racing and pursue something else.

I went to college at Western State in Gunnison, CO, so I could still ski for fun and continue living in the mountains. When I started looking for a job in accounting, I realized it would be hard to find a job in the mountains. A year before I graduated, I met Chris Blee, BK's CEO, and he told me about an accounting firm that was very different from the concept I knew of traditional accounting firms.

I never thought about living and working in Colorado Springs, but after I visited I learned it is a great combination of city and mountain life. I started at BK in January of 2011, and I have enjoyed working and learning here. BK is very different than most accounting firms, because I have been able to work on tax, auditing and consulting projects instead of being stuck in one department. I have also found that even though I am just starting my career with BK, my voice is never lost here. I am able to converse easily with the directors about anything, including policies and firm practices. BK is also very flexible with my work schedule, and the management team allowed me to work four 10-hour days during the summer to have three-day weekends!



Keenan Scott
Associate

I graduated from the University of Northern Colorado in the fall of 2006, where I was a General Business major. My interest in business could never be focused on a specific area of emphasis, and in turn, I have always enjoyed learning about the correlations and relationships between all areas of business. After graduating, I went to work for a marketing firm and developed skills in working relationships with clients and company internet presence. After two years in the marketing field, I sought a profession that required more technical expertise. This passion to diversify my knowledge base led me to the University of Colorado at Colorado Springs, where I was accepted to the Master of Business Administration program as an accounting emphasis.

After completing the accounting portion of my degree, I became involved with BiggsKofford through organized networking events with UCCS, and in the spring of 2010, I accepted an offer to complete the internship program. Shortly after the end of tax season, I was offered a full time Associate position with BK and without hesitation, accepted.

In that period of time, I had moved to Denver for personal reasons but had still decided that the professional opportunities at BiggsKofford were well worth the one-hour commute. Working for a firm the size of BK allows me to be involved in a range of issues that affect real businesses, yet still gain the technical background that I would have experienced at a Big 4 accounting firm. The flexible work schedule makes my professional/personal life balance possible, while living in Denver and still attending classes at UCCS.

The interdependent culture at BK allows me to continue to develop my marketing background by being involved on the BK Marketing Team, and I know that my opinions are always being heard.



“I’m
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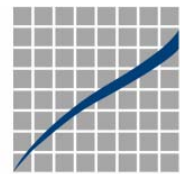
*Jeff Smith, President
Classic Homes*

“I think that BiggsKofford’s Vision Statement exemplifies itself in looking at Classic Homes’ tremendous growth. Starting in 1990, we closed 28 homes and generated \$3 million in gross revenue, and in 1998, we closed over 700 homes and had over \$120 million in revenue. The direct consultation from BiggsKofford has allowed us to feel confident in the major decisions we had to make in order to achieve that growth.

I am impressed with their entrepreneurial spirit and their ability to stay up on current trends in their industry so that they have the most up-to-date advice for their clients. This enables us to make the best business decisions possible. They’ve been very fair on the fee side and they have taken on a role of being a partner by attending both our quarterly and annual planning sessions with our bankers.

BiggsKofford’s professional integrity and entrepreneurial spirit will help any business get to their next level. I would highly recommend BiggsKofford.”

The proof is in the work.



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