



ELLIOTT, ROBINSON & COMPANY, LLP

CERTIFIED PUBLIC ACCOUNTANTS

TRUSTED BUSINESS ADVISORS

ASSISTANT FIRM ADMINISTRATOR

Locally owned Certified Public Accounting firm, Elliott, Robinson & Company is pleased to announce a newly created position for an Assistant Firm Administrator in our Springfield, Missouri location.

PRIMARY FUNCTION

The Assistant Firm Administrator supports the Firm Administrator in executing the administrative responsibilities of the firm. Essential characteristics of a strong work ethic, good attitude, competency, and passion for the industry will present an opportunity for growth within the firm.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Job duties will evolve as position progresses including:

- ▶ Assist in workflow management to successfully achieve set-up, performance and monitoring tasks
- ▶ Prepare and analyze weekly scheduling reports to monitor workflow from initiation to completion
- ▶ Assist with implementation of human resource procedures and protocols
- ▶ Assist in planning client development and employee development events
- ▶ Perform billing procedures and processes on individual tax returns and invoices
- ▶ Process accounts payable and accounts receivable functions including vendor communications
- ▶ Planning and documentation of staff Continuing Professional Education

REQUIRED SKILLS

Required skill sets include:

- ▶ Strong organizational skills and detail-oriented
- ▶ Dependability and takes initiative
- ▶ Must be a team player
- ▶ Strong PC & Microsoft Office skills
- ▶ Excellent time management and communication skills

REQUIRED QUALIFICATIONS

Relevant qualifications and experience includes:

- ▶ 4-year college degree with a business major or related experience and/or
- ▶ 1 - 2 years experience in a business environment

HOW TO APPLY

Submit your resume and cover letter to Laurie Bebee, Firm Administrator: lbebee@ercpa.com or online at www.ercpa.com/recruiting

ABOUT ERCPA

Elliott, Robinson & Company, LLP is an established and growing, locally-owned CPA firm in Southwest Missouri with headquarters in Springfield, MO, and a branch office in Republic, MO. Our open door policy between the entire staff aids in our teamwork approach allowing staff members to thrive professionally in a relaxed atmosphere. We value the input and knowledge from all staff levels. Our team is our #1 asset and we place great effort in assisting all employees' roles in the community and the profession. Not only is our firm well respected in the community, our professional staff is recognized by the Springfield Business Journal for their influence in the community at the local level and statewide at the professional level. We believe we offer an excellent opportunity for the right person and a highly competitive compensation and benefits package for this marketplace.