



# ELLIOTT, ROBINSON & COMPANY, LLP

CERTIFIED PUBLIC ACCOUNTANTS

TRUSTED BUSINESS ADVISORS

## RECEPTIONIST/ADMINISTRATIVE ASSISTANT

Locally owned Certified Public Accounting firm, Elliott, Robinson & Company is pleased to announce a full-time position for a Receptionist/Administrative Assistant in our Republic, Missouri location.

### PRIMARY FUNCTION

The Receptionist/Administrative Assistant is a professional with the top priorities being to deliver exceptional and consistent customer service while responsible for managing the multi-functions of the front desk, assisting clients with the utmost confidentiality, and supporting the staff.

### WORK SCHEDULE

Full-time hours include:

- ▶ Regular business hours from 8:00 am - 5:00 pm
- ▶ Hours will fluctuate during tax season requiring flexibility

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Job duties will include:

- ▶ Manage general office duties including answering multi-line phone system and ordering supplies
- ▶ Responsible for opening and closing the office
- ▶ Accounts receivable & payable plus a variety of administrative tasks
- ▶ Scheduling appointments during tax season
- ▶ Present brief overviews of tax returns with clients when they pick-up their prepared packets
- ▶ Assemble all tax returns, amended and business returns in the off season

### REQUIRED SKILLS

Required skill sets include:

- ▶ Professional, personable and friendly interaction skills
- ▶ Experience managing daily large call volumes
- ▶ Excellent written and communication skills
- ▶ Able to prioritize, organize, solve problems and meet deadlines
- ▶ Strong ability to work independently, multi-task and follow through with projects
- ▶ Ability to work in high pressure, fast-paced environment
- ▶ General knowledge of tax returns is helpful
- ▶ Proficiency in Microsoft Office programs

### HOW TO APPLY

Submit your resume and cover letter to Laurie Bebee, Firm Administrator: [lbebee@ercpa.com](mailto:lbebee@ercpa.com) or online at [www.ercpa.com/careers/recruiting](http://www.ercpa.com/careers/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.