



# ELLIOTT, ROBINSON & COMPANY, LLP

CERTIFIED PUBLIC ACCOUNTANTS

TRUSTED BUSINESS ADVISORS

## SEASONAL ADMINISTRATIVE ASSISTANT

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

### PRIMARY FUNCTION

The 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. Other functions include assembling individual and corporate tax returns to meet client needs and deadlines.

### WORK SCHEDULE

Full-time seasonal hours include:

- ▶ 8 hours per day from January 8 - April 15
- ▶ Hours may fluctuate depending on need
- ▶ Regular business hours are from 8:00 am - 5:00 pm

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Job duties will evolve as position progresses including:

- ▶ Manage general office duties including answering multi-line phone system
- ▶ Scheduling appointments during tax season
- ▶ Assist clients with drop-off and pick-up of tax return information
- ▶ Scanning & assembling client documents
- ▶ Importing information to Document Management software
- ▶ Check and confirm defined figures on 1040 returns such as tax payments on federal & state forms

### 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/recruiting](http://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.