



ELLIOTT, ROBINSON & COMPANY, LLP

CERTIFIED PUBLIC ACCOUNTANTS

TRUSTED BUSINESS ADVISORS

PART-TIME TAX PROCESSOR

Locally owned Certified Public Accounting firm, Elliott, Robinson & Company is pleased to announce a flexible part-time position for a Tax Processor in our Republic, Missouri location.

PRIMARY FUNCTION

The Tax Processor is a professional responsible for assembling individual and corporate tax returns to meet client needs and deadlines with the utmost confidentiality.

WORK SCHEDULE

Flexible part-time seasonal hours include:

- ▶ 6 – 8 hours per day from February 1 – April 15
- ▶ Flexible hours available to allow employee accommodations for school-age children with drop-off & pick-up schedules
- ▶ 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:

- ▶ Scanning
- ▶ Assembling
- ▶ Importing information to Document Management software
- ▶ Check and confirm defined figures on 1040 returns such as tax payments on federal & state forms
- ▶ Various other administrative duties

REQUIRED SKILLS

Required skill sets include:

- ▶ Close attention to details
- ▶ Strong organizational skills
- ▶ Ability to learn and follow established processes and procedures
- ▶ Perform tasks with confidential information
- ▶ Ability to quickly learn new programs
- ▶ Proficiency in Microsoft Office programs
- ▶ Excellent time management and communication skills

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.