



# ELLIOTT, ROBINSON & COMPANY, LLP

CERTIFIED PUBLIC ACCOUNTANTS

TRUSTED BUSINESS ADVISORS

## ACCOUNTANT / FULL CHARGE BOOKKEEPER

Locally owned Certified Public Accounting firm, Elliott, Robinson & Company is pleased to announce a full-time position for an Accountant / Full Charge Bookkeeper in our Springfield, Missouri and Republic, Missouri offices. Competitive salary commensurate with experience and benefits include: paid vacation, SIMPLE plan, health, life and supplemental insurance, flexible work schedule, and opportunity to earn additional paid time off on top of 2 weeks of paid vacation according to the Paid Time Off (PTO) Policy.

### PRIMARY FUNCTION

The Accountant / Full Charge Bookkeeper is a professional responsible for a variety of client services including preparation of payroll and payroll taxes, sales and use taxes, monthly accounting and financial statements. Full bookkeeping services include check writing, bill pay and financials for our business clients.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Job duties require proficient abilities in the following areas:

- ▶ Organizing client files
- ▶ Following Company processes and procedures
- ▶ Preparing and analyzing monthly financial statements
- ▶ Preparing bank reconciliations
- ▶ Processing payroll
- ▶ Preparing payroll tax forms
- ▶ Managing accounts payable and accounts receivable

### REQUIRED SKILLS

Required skill sets to be successful in this position include:

- ▶ Strong communication and client service skills
- ▶ Effectively multi-task
- ▶ Initiative to take adequate steps to succeed
- ▶ Proficiency and extensive experience with QuickBooks® and Microsoft Excel® are essential

### REQUIRED QUALIFICATIONS

Preferred qualifications and experience includes:

- ▶ At least 5 years previous experience as a Full Charge Bookkeeper **OR**
- ▶ 4-year accounting degree

### HOW TO APPLY

Submit your resume and cover letter to Laurie Bebee, Firm Administrator: 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 branch offices in Republic, MO and Branson, 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.