



ELLIOTT, ROBINSON & COMPANY, LLP

CERTIFIED PUBLIC ACCOUNTANTS

TRUSTED BUSINESS ADVISORS

SENIOR ACCOUNTANT

Locally owned Certified Public Accounting firm, Elliott, Robinson & Company is pleased to announce a full-time position for a Senior Accountant in our Springfield, Missouri location. 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 Senior Accountant is a licensed CPA professional responsible for learning, developing and applying their technical skills at an advanced level in accounting and area of specialization. Professional should have 3 - 5 years of public accounting experience in any of the following areas: Individual/Corporate Tax Preparation; Financial Statements; Trust & Estate Tax; Financial, Governmental or 401k Auditing; Reviewing/Supervising Work. Generally, 55 hours per week will be required from January 1 to April 15 each year.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Job duties require proficient abilities in the following areas:

- ▶ Follows Company processes and procedures
- ▶ Collaboratively works as part of a team to carry out tasks through mentoring and supervision
- ▶ Participates in firm wide initiatives - recruiting, continuing education, etc.
- ▶ Builds working relationships at peer client level

REQUIRED SKILLS

Required skill sets to be successful in this position include:

- ▶ Excellent analytical and problem-solving skills
- ▶ Ability to look at the overall client situation while not overlooking important details
- ▶ Ability to work independently and effectively is critical
- ▶ Supervision and review experience is helpful, but not required

REQUIRED QUALIFICATIONS

Qualifications and experience includes:

- ▶ 3 - 5 years of public accounting experience
- ▶ CPA license
- ▶ 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

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.