



AVAILABLE POSITION: ACCOUNTING SPECIALIST



**ELLIOTT, ROBINSON
& COMPANY, LLP**

CERTIFIED PUBLIC ACCOUNTANTS

INSIGHT. INTEGRITY. IMPACT.



Elliott, Robinson, and Company, a locally owned and multi-award-winning Certified Public Accounting (CPA) firm, is pleased to announce a full-time position in our Springfield, MO office, for an Accounting Specialist / Full Charge Bookkeeper. Our firm is growing and looking forward to adding the right person to our team.

ERCPA offers compensation packages supporting our staff's overall well-being and multi-generational workforce. This includes competitive salaries with additional earning potential during our busy season; employer-paid defined contribution covers 100% of employee health, with the potential to apply remaining funds to dependent coverage and other benefit offerings. You'll have up to 4 weeks paid time off in addition to employer-paid holidays, paid parental leave, and paid family leave. We also offer company match for retirement, a health and wellness platform, disability & life insurances, and paid professional development opportunities to maintain any professional licensure.

3RD LARGEST CPA FIRM | SPRINGFIELD BUSINESS JOURNAL BOOK OF LISTS
MULTI-AWARD WINNING FIRM AND TEAM

PRIMARY FUNCTION

The Accounting Specialist / 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
- ▶ Prepare & process year-end reporting, including W2's and 1099's
- ▶ Managing accounts payable and accounts receivable

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Required skill sets to be successful in this position include:

- ▶ Effective, timely, and appropriate communication with all levels of the firm.
- ▶ Professional client service skills.
- ▶ Initiative to take adequate steps to succeed.
- ▶ Strong knowledge of general accounting principles, including general ledger accounts, entry, and reconciliation.
- ▶ Strong organizational skills to work independently and prioritize workloads of multiple assignments at one time. Effectively complete tasks on schedule and document transactions effectively.
- ▶ Proficiency and extensive experience with QuickBooks® and Microsoft Excel® are essential. As well as working knowledge of software programs such as Microsoft Word, PDF, and Outlook are needed.
- ▶ Analytical/Problem solving skills to identify root causes, assess options, and resolve to complete tasks.

REQUIRED QUALIFICATIONS

Preferred qualifications and experience includes:

- ▶ 5 years previous related experience **OR** 4-year accounting degree
- ▶ Ability to complete bookkeeping and specific job-related pre-employment screening(s) with satisfactory or passing score.