

COOK, SMITH & COMPANY CPA'S, LLC

CERTIFIED PUBLIC ACCOUNTANTS

Rodney L. Cook, CPA
Steven D. Smith, CPA

Members of: American Institute of CPA's
Ohio Society of CPA's

TAX PREPARER POSITION

Cook, Smith & Company CPA's is looking to add a full-time tax preparer to our staff. If you have prepared either individual or business tax returns, our firm would like to hear from you.

Responsibilities:

- Prepare Individual and Business tax returns
- Assist with general tax questions
- Correspond with clients and taxing agencies
- Review financial data for accuracy to complete tax returns

Required knowledge and skills:

- Prior experience with tax return preparation
- Excellent attention to detail and organizational skills
- Experience with MS Excel, QuickBooks, and tax preparation software
- Excellent customer service skills

If you are interested in being a part of our team, please mail or preferably email your resume to Steven Smith at ssmith@cooksmithcpas.com.