

# **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

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### **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](mailto:ssmith@cooksmithcpas.com)