

*Bob Browder, MBA, CPA*

Growing CPA Firm looking for experienced Part-Time and/or Full-Time CPA Office Associate from February 1, 2021 till the End of Tax Season, which is currently April 18, 2022 (2020 Tax Season ended July 15, 2020 and 2021 Tax Season ended May 17, 2021).

This is not a remote position. Our office is located in Bartlett, TN and all of the work will be done in the office.

CPA Office Associate will assist us with the flow of clients, the flow of tax returns, organizing, and scanning of client tax documents, and general office duties.

Ideally, you have worked at either an EA/CPA Firm or a reputable Tax Preparation Company and/or you have a little tax / accounting background / experience / knowledge to be able to help us with the flow of clients and tax returns, including but not limited to, organizing and scanning of client tax documents.

Must be Detail-Oriented, Organized, and Self-Motivated. Casual Family Work Environment. Flexible hours. No required Late Nights and/or Weekends, even during Tax Season.

If you have any questions and/or want to be considered, please email us at [bobbrowdercpa.com](mailto:bobbrowdercpa.com) your cover letter and resume detailing your work history, education, references, tax software program(s) you have actually used, if any, hours available between 9:00 AM through 5:00 PM Monday through Friday, and hourly pay requirements.

All emails, questions, and resumes received will be kept very confidential. If needed, no one (employers, references, etc.) will be contacted until after we interview you and we have your permission.

Please, NO phone calls, NO texts, NO FB messages, and/or NO head hunters. The ONLY way to be considered is VIA EMAIL of the above requested info to [bobbrowdercpa.com](mailto:bobbrowdercpa.com)