

# **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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### **FULL-TIME OR PART-TIME STAFF ACCOUNTANT POSITION**

Cook, Smith & Company CPA's is looking for a self-motivated individual to join our firm as a full-time or part-time staff accountant. Non-degree applicants with accounting experience and those with a degree, including recent college graduates, will be considered. We pride ourselves in developing long-standing relationships with our business and individual clients. You will play a key role in communicating with our clients to prepare business financial statements and payroll as well as ensuring tax compliance in the preparation of payroll and sales tax returns. You should have a working knowledge of Microsoft Word and Excel. Having experience with QuickBooks software or similar accounting software is a plus. This position requires you to be well organized and to be excellent in your attention to detail to accomplish the required tasks.

If you believe you have the skills above and would like to be a part of our team, please mail or preferably email your resume to Steven Smith at [ssmith@cooksmithcpas.com](mailto:ssmith@cooksmithcpas.com)