



Part time Administrative Assistant needed for tax season, January 24 through April 15 (or later, dependent on tax filing deadline), Monday through Friday, 9 a.m. until 3 p.m. We are an Olathe CPA firm looking to hire an energetic individual who is proficient in managing all aspects of an office environment. The successful candidate must possess strong communication skills – on the telephone and in person. Strong attention to detail is a must. Proficiency in Microsoft Word and Excel is required. Tax return and QuickBooks knowledge is a plus. Competitive hourly rate. Please email resume to Terri Hazen at thazen@tbco.net.

Senior Auditor/Manager

Troutt, Beeman and Co. P.C., (TBCO) is currently seeking an experienced, motivated and dedicated full-time Senior Auditor/Manager to join our firm's dynamic audit team.

As a Senior Auditor/Manager, you will play a significant role in our firm's audit practice, working on all aspects of the audit and day-to-day activities of various engagements. Working in a team atmosphere, you will use professional discretion in applying learned auditing procedures necessary to perform audits or reviews of clients' financial statements. You will also have immediate and significant interaction with our partners and clients.

Responsibilities:

Planning and performance of audit engagements, including preparation of financial statements and other communications required by professional standards

Interact with personnel to gather information, resolve audit-related problems, and use the audit results and analysis to develop recommendations in accordance with professional standard requirements for improving compliance, effectiveness, efficiency, and accountability

Document comprehensive understanding of client financial and operational processes

Perform testing of financial statements, accounting reports, and internal controls

Research accounting issues and document business processes

The ideal candidate will possess the following qualifications:

Bachelor or Master's degree in accounting

CPA certification preferred

2-5 years audit experience in a public accounting setting

Experience auditing governmental and not-for-profit entities preferred, but not required

Experience performing accounting services, as well as compilations, reviews, and special projects

Knowledge of CCH ProSystem Engagement a plus

Excellent communication, writing, and analytical skills

Have the ability to work independently, manage deadlines, and interact in a professional manner with other co-workers and clients

Having a passion for serving clients and providing quality, timely service is a must

Be a proactive self-starter

Possess excellent work ethic, integrity and commitment to continued growth, both personally and for the firm

Other Considerations:

Frequent same day travel for work at client's offices, meetings, and seminars using a personal vehicle

Occasional out-of-town travel with overnight stay for work at clients, meetings, or seminars using a personal vehicle

Salary commensurate with experience

To apply, please email resume and cover letter to: Butch Beeman at bbeeman@tbco.net

NO PHONE CALLS PLEASE