



Elements CPA is re-making accountancy for entrepreneurial flourishing. Here you'll be challenged to stretch your technical knowledge, and your ability to help people change. You'll be given the freedom to direct your work to achieve accountable results. And you'll experience the camaraderie that comes from making an impact as part of a team, and having fun along the way.

## THE ROLE: TAX & ACCOUNTING DESIGNER

Over the course of your first year, you should look forward to:

- Interviewing approximately 160 business and individual customers to gather their tax return information, and be their final return reviewer, answering questions along the way.
- Assisting customers with tax planning, including performing estimated tax projections, evaluating business tax structures, analyzing particular transactions, and responding to quick questions.
- Researching tax questions, keeping abreast of tax developments, and maintaining our list of tax strategies.
- Replying to tax notices and representing customers to tax agencies when needed.
- Rolling out, educating customers, and answering quick questions on cloud financial systems such as Xero, payroll, document automation, dashboards, and financial projection.
- Performing accounting checkups, recommending process streamline and software automation tips, answering accounting quick questions, and helping resolve record keeping situations that arise.
- Coordinating impact across the team for best customer experience, being a part of our creative conversations to design/launch/iterate new products and processes, being alert to and initiating customer value opportunities that help both parties grow.
- Helping the rest of the team when needed, spearheading your own learning and growth, keeping abreast of technical and technological changes, and self-directing completion of deliverables.

## THE RELATIONSHIP

We'll ask certain things of you and expect that you'll ask certain things of us. Key highlights include:

- A positive workplace that treats each member as human, provides them with freedoms that accompany their responsibilities, and has a spirit of camaraderie and fun.
- Full time role with a competitive salary
- Support of your personal and professional growth

- Be self-organizing and responsible for delivering results on time.
- Remote work ability
- Courage, vulnerability, and creative iteration are critical core values that are part of our aim to continually evolve.
- Seven paid holidays, including your birthday
- Take pride in the craftsmanship of your work
- Four weeks paid personal days
- Annual education stipend
- Care about the well-being of our customers, and help them through transformations of their journey

## TAKE THE FIRST STEP

If you're energized by the idea of helping entrepreneurs design their business and finances for what truly matters, we'd like to meet you!

1. Upload a three to five minute video describing why you enjoy your favorite movie, the reason somebody is one of your personal heroes, and what it is about the world of tax that interests you: <http://e-cpa.com/2w4Vlgt>
2. Along with the upload, include a one-page resume providing insight into your background that you think will connect with this role.

We'll then reach back out about a video chat, meetup to see us up close, and a paid beta run. Look forward to getting to know you!