

# Arkansas Society of CPAs

## 2022-2023 Guide to Public Accounting Firms in Arkansas



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# Arkansas Society of Certified Public Accountants

11300 Executive Center Drive • Little Rock, Arkansas 72211-4352

Dear Accounting Student:

Congratulations on your decision to study accounting. Your education will be useful to you as you enter the profession and it will serve you well throughout your professional career.

Upon successful completion of your degree, you will find that there are many opportunities available to you. This publication, *Guide to Public Accounting Firms in Arkansas*, is a tool to help you with your search. The firm listings include contact information, and information for those looking to hire interns and/or beginning staff accountants.

We know that you have many fresh and interesting ideas that our Society can use in order to continue being the professional association for CPAs in Arkansas. As a Student Member, you can participate in most of the Society's professional and networking programs. Take advantage of the many benefits offered to Student Members, ranging from discounts on CPA Exam review courses to networking opportunities with both young and seasoned professionals. With more than 3,000 members, chances are that your potential employer is a member who will recognize and appreciate your ARCPA professional affiliation. If you are not already a Student Member, you are encouraged to become a member, and may join online at [www.arcpa.org](http://www.arcpa.org).

In addition, the Student section of the website [www.arcpa.org](http://www.arcpa.org) contains valuable articles and information to help prepare you for a successful future in accounting.

Best of luck in your endeavors and we look forward to welcoming you into this great profession as a CPA and a member of ARCPA.

Sincerely,  
Arkansas Society of CPAs



Pictured l-r: Rocky Goodman, *Managing Partner*;  
John S. Brock, *Founding Partner*; Jake Froemsdorf, *Managing Partner*;  
J. Michael Tuohey, *Founding Partner*; Greg Schichtl, *Founding Partner*

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## Better *TOGETHER.*

Garland & Greenwood CPAs and Advisors is searching for new talent. If you've recently graduated with a degree in accounting, you might be the right person for the job. With five locations, including our newest office in Jonesboro, we are a full-service public accounting firm offering tax services, audits, consulting, financial planning, and peer reviews in Arkansas and surrounding states.

*We're better together and that's better for Arkansas.*

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**Ballard & Company, Ltd.**  
**668 Highway 62 East**  
**Mountain Home, AR 72653**

Firm Contact: Susan Ballard  
Position: Office Manager  
Phone: 870-425-6256  
Fax: 870-424-5176  
E-mail: susan.ballard@ballardcpa.com

Website: [www.ballardcpa.com](http://www.ballardcpa.com)

Firm Size: Partners- 1  
Total Staff- 29

Accepts interns? Yes

Accepts entry-level? Yes

Additional Locations: Mountain View, Ash Flat, and Salem, AR

Ballard & Company, Ltd has been growing in North Central Arkansas since 1986. We were recognized by EFILE Cabinet in 2015 as one of the leaders in innovation and technology in the nation. We are the largest firm in North Central Arkansas and our staff is what makes our firm great. We are always looking for new accountants to join our firm whether a new graduate or years of experience. Our firm has long been the leader in Accounting, QuickBooks Advisory Services, Audit/Review, Tax Preparation and Mergers and Acquisitions in North Central Arkansas. We have clients from all across the United States and internationally as well. We are a Full Service Accounting Firm and consult with businesses across our region on how to better manage their businesses and make them more profitable. Our job is not only to help our clients but to be one of their most trusted advisors in every aspect of their business. Want to join our team? Call our office in Mountain Home (870-425-6256) and set up an interview.

**Banks CPA, PLLC**  
**204 N 27th Street**  
**Arkadelphia, AR 71923**

Firm Contact: Stephanie Banks  
Position: CPA Owner  
Phone: 870-245-3975  
Fax: 870-346-7149  
E-mail: [stephanie@bankscpafirm.com](mailto:stephanie@bankscpafirm.com)

Website: [www.bankscpafirm.com](http://www.bankscpafirm.com)

Firm Size: Partners- 1  
Total Staff- 3

Accepts interns? No

Accepts entry-level? Yes

Banks CPA, PLLC is a local CPA firm. The firm provides service in the areas of audit, tax, compilations, reviews, full service accounting and payroll services



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**Bell & Company, PA**  
**4504 Burrow Drive**  
**North Little Rock, AR 72116-7039**

Firm Contact: Bobbi Britton  
Position: Human Resources Director  
Phone: 501-753-9700  
Fax: 501-260-1969  
E-mail: bobbi.britton@bellandcompany.net

Website: [www.bellandcompany.net](http://www.bellandcompany.net)

Firm Size: Partners- 5  
Total Staff- 35

Accepts interns? Yes

Accepts entry-level? Yes

Additional Locations: Conway, Arkansas

Bell & Company PA, founded in 1982, is a Central Arkansas based CPA firm that has been nationally recognized for its community service work by the AICPA. The firm has also been recognized for its work/life balance by the state of Arkansas. Bell & Company's mission is to provide its clients with expert accounting, tax, and financial services to ensure long-term success. Areas of specialty practice include small business and transportation companies, medical practices and professionals, contractors as well as general accounting. The firm also provides business valuations and litigation support services.

**Bonds & Company, PA**  
**3906 East Kiehl Avenue**  
**Sherwood, AR 72120-3513**

Firm Contact: Jo Anna Bonds  
Position: Vice President  
Phone: 501-835-5222  
Fax: 501-835-6812  
E-mail: jbrb3906@gmail.com

Firm Size: Partners- 2  
Total Staff- 7

Accepts interns? Yes

Accepts entry-level? No

Bonds & Company, CPAs, PA specializes in taxes, bookkeeping and audit work of all kinds.

**Brown Rogers & Company, PA**  
**1 Executive Center Court Suite 100**  
**Little Rock, AR 72211-4375**

Firm Contact: Janie Kelley  
Position: Office Administrator  
Phone: 501-225-3641  
Fax: 501-225-3699  
E-mail: [janie@brownrogers.com](mailto:janie@brownrogers.com)

Website: [www.brownrogers.com](http://www.brownrogers.com)

Firm Size: Partners- 4  
Total Staff- 13

Accepts interns? No

Accepts entry-level? Yes

Brown Rogers & Co, LLC can provide basic accounting services through the most complex tax or accounting services required. Such services include: Accounting Services, Bookkeeping / Write-Up, Tax Services, Tax Planning, IRS and State/Local Representation, Consulting Services, Buying & Selling a Business, Employment Benefit Plans, Financial Statements, Payroll Services, Financial Forecast and Projections, Estate, Gift and Tax Return Preparation, Business Succession Planning, Estate Planning, Retirement Planning, Pension & Profit Sharing Plans, and Mergers & Acquisitions.

**Carraway & Carraway, PLLC**  
**117 Walnut Street**  
**Newport, AR 72112-3323**

Firm Contact: Jessica Carraway  
Position: Partner  
Phone: 870-523-8934  
Fax: 870-523-9505  
E-mail: [jhcmbacpa@aol.com](mailto:jhcmbacpa@aol.com)

Firm Size: Partners- 2  
Total Staff- 5

Accepts interns? Yes

Accepts entry-level? Yes

We offer a wide range of tax and accounting services including write up, payroll, individual and entity tax preparation. We serve a wide variety of clients across many industries.

**Chami Burns & White PLLC**  
**301 N Lincoln Ave Ste A**  
**PO Box 580**  
**Star City, AR 71667**

Firm Contact: Kevin White  
Position: Partner  
Phone: 870-628-5135  
Fax: 870-628-5543  
E-mail: kevin.white@cpa.com

Firm Size: Partners- 2  
Total Staff- 2

Accepts interns? Yes

Accepts entry-level? Yes

**Diamond State Accounting, PLLC**  
**10201 W. Markham St., Ste 308**  
**Little Rock, AR 72205**

Firm Contact: Dane Dover  
Position: Principal  
Phone: 501-613-7308  
Fax: 501-325-4166  
E-mail: dane@diamondstateaccounting.com

Website: [www.diamondstateaccounting.com](http://www.diamondstateaccounting.com)

Firm Size: Partners- 1  
Total Staff- 1.5

Accepts interns? No

Accepts entry-level? Yes

Diamond State Accounting is a small business oriented firm.

**Dowd & Company, PLLC, CPAs**  
**2710 Arkansas Boulevard**  
**Texarkana, AR 71854-2019**

Firm Contact: Joe Dowd  
Position: Partner  
Phone: 870-774-2505  
Fax: 870-773-0695  
E-mail: [jdowd@dowdandcompanycpas.com](mailto:jdowd@dowdandcompanycpas.com)

Website: [www.dowdandcompanycpas.com](http://www.dowdandcompanycpas.com)

Firm Size: Partners- 2  
Total Staff- 14

Accepts interns? No

Accepts entry-level? Yes

Additional Locations: Ashdown, AR

Dowd & Company, PLLC, CPAs serves the following industries:  
Real estate, retail, agriculture, forestry, assisted living, construction,  
food and beverage, entertainment, service industry.

**Echols, Thompson & Kneebone, Ltd.**  
**205 North 25th Street**  
**PO Box 757**  
**Arkadelphia, AR 71923-0757**

Firm Contact: Andrew Kneebone  
Position: Managing Partner  
Phone: 870-246-8991  
Fax: 870-246-8999  
E-mail: andrew@arkadelphiacpa.com

Website: [www.arkadelphiacpa.com](http://www.arkadelphiacpa.com)

Firm Size: Partners- 2  
Total Staff- 7

Accepts interns? Yes

Accepts entry-level? Yes

The firm provides a full range of bookkeeping and accounting services, including: monthly, quarterly, and yearly accounting, live payroll, payroll reporting, estate planning, compilations, and reviews. Tax services are provided for individuals, partnerships, LLCs, corporations, estates, trusts, and exempt organizations. Tax services are provided for individuals, partnerships, LLCs, corporations, estates, trusts, and exempt organizations. Echols, Thompson & Kneebone, Ltd. specializes in industries such as: timber, construction, farming, retail, and medical services.



**EGP, PLLC**  
**611 Main Street**  
**North Little Rock, AR 72114-5331**

Firm Contact: Holly Fish  
Position: Director of Marketing and Human  
Resources  
Phone: 501-374-2910  
Fax: 501-374-8425  
E-mail: hfish@egpcpas.com

Website: [www.egpcpas.com](http://www.egpcpas.com)

Firm Size: Partners- 5  
Total Staff- 40

Accepts interns? Yes

Accepts entry-level? Yes

Additional Locations: Bryant, Heber Springs, and Jonesboro, AR

EGP's objective is to work with people, not just numbers, and preserve its client's wealth and enhance their profitability. Quality service begins with understanding the current market demands and the client's changing needs from complicated tax issues, auditing, estate and trust, business valuations, litigation and expert witness, to technical accounting solutions. EGP offers a variety of services and in-depth consulting for individuals, businesses, and corporations across a wide range of industries. The firm is committed to culture and meeting the needs of staff. A happy staff means happy clients.

**Emrich & Scroggins, LLP**  
**920 North Jefferson Avenue**  
**El Dorado, AR 71730**

Firm Contact: Stacy D. Scroggins  
Position: Partner  
Phone: 870-862-6510  
Fax: 870-862-6516  
E-mail: [stacy@eldocpa.com](mailto:stacy@eldocpa.com)

Website: [www.eldocpa.com](http://www.eldocpa.com)

Firm Size: Partners- 2  
Total Staff- 14

Accepts interns? Yes

Accepts entry-level? Yes

Additional locations: Warren, AR

Emrich and Scroggins, LLP is a local CPA firm serving clients primarily in southern Arkansas, northern Louisiana and eastern Texas. The firm was formed in 1999 and has offices in El Dorado and Warren, Arkansas. Emrich and Scroggins, LLP provides accounting, attestation, tax preparation, and management advisory services in a variety of industries.

**Erwin & Company, PA**  
**6311 Ranch Drive**  
**Little Rock, AR 72223-4623**

Firm Contact: Brian Martin  
Position: Partner  
Phone: 501-868-7486  
Fax: 501-868-7750  
E-mail: brianmartin@erwinco.com

Website: [www.erwinco.com](http://www.erwinco.com)

Firm Size: Partners- 7  
Total Staff- 23

Accepts interns? Yes

Accepts entry-level? Yes

Erwin & Company is a full-service CPA firm based in Little Rock that serves clients located throughout Arkansas and surrounding states. The firm provides audit and other attestation services, consulting and client accounting services, as well as income tax planning and preparation services for individuals and entities that are engaged in a wide array of specialized industries that include banking, professional services, agribusiness, manufacturing, real estate, not-for-profit and employee benefit plans.

**Evers, Cox & Gober, PLLC**  
**451 North Washington Avenue**  
**El Dorado, AR 71730-5615**

Firm Contact: Paul T. Voss Jr.  
Position: Member  
Phone: 870-862-9950  
Fax: 870-862-8237  
E-mail: [ptvoss@ecgcpa.com](mailto:ptvoss@ecgcpa.com)

Website: [www.ecgcpa.com](http://www.ecgcpa.com)

Firm Size: Partners- 4  
Total Staff- 16

Accepts interns? Yes

Accepts entry-level? Yes

ECG is an accounting, consulting and advisory firm serving businesses, individuals, trusts/estates and not for profit organizations with assurance, non-attest, tax planning and preparation and other consulting services. Our firm believes in a team approach while building long-term relationships in order to know each situation like our own. ECG stresses and practices in a model that emphasizes life balance and is family friendly. Competence, integrity, excellence, inclusiveness, and relevance are our core values.

**EY, LLP**  
**5417 Pinnacle Point Drive Suite 501**  
**Rogers, AR 72758**

Firm Contact: Barbara Marchini-Ellis  
Position: Office Managing Partner  
Phone: 479-254-6300  
Fax: 479-254-6304  
E-mail: barbara.marchini@ey.com

Website: [www.ey.com](http://www.ey.com)

Firm Size: Partners- 4  
Total Staff- 54

Accepts interns? Yes

Accepts entry-level? Yes

Additional Locations: Most large cities in the U.S. and globally

EY is a global leader in assurance, tax, transaction and advisory services. The insights and quality services we deliver help build trust and confidence in the capital markets and in economies the world over. We develop outstanding leaders who team to deliver on our promises to all of our stakeholders. In so doing, we play a critical role in building a better working world for our people, for our clients and for our communities.

**S.F. Fiser & Company**  
**112 East Emma Avenue**  
**Springdale, AR 72764-4624**

Firm Contact: Jeff Fender  
Position: Partner  
Phone: 479-751-4851  
Fax: 479-751-4858  
E-mail: [jfender@fiscrcpa.com](mailto:jfender@fiscrcpa.com)

Website: [www.fiscrcpa.com](http://www.fiscrcpa.com)

Firm Size: Partners- 3  
Total Staff- 18

Accepts interns? Yes

Accepts entry-level? Yes

Additional locations: Batesville, AR

S.F. Fiser & Company, founded in 1985, provides audit, review and compilations services, tax services, bank internal audit outsourcing and loan review, and business valuations. The firm's client base covers all of Arkansas and also includes numerous businesses and individuals from throughout the United States. The firm's industry focus includes: banking, construction, employee benefits, manufacturing, real estate and transportation. The firm provides the resources and incentives to allow all of our team members to grow professionally and advance in their responsibilities. We also understand the importance of a strong professional network and form lasting relationships with our clients based on trust, confidence, and excellent client service.

**FORVIS**  
**111 Center Street**  
**Little Rock, AR 72201**

Firm Contact: Joey Lambert  
Position: Recruiting & Marketing Manager  
Phone: 501-372-1040  
Fax:  
E-mail: joey.lambert@forvis.com

Website: [www.forvis.com](http://www.forvis.com)

Firm Size: Partners- 18  
Total Staff- 146

Accepts interns? Yes

Accepts entry-level? Yes

Additional Locations: 70 markets, across 28 states, UK & Caymans

FORVIS was created by the merger of equals between BKD and DHG. We now have the scale and scope of a dynamic, top 10 professional services firm—but we'll continue our legacy of unmatched client experiences with remarkable care, expertise, and drive.



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**Frost, PLLC**  
**425 West Capitol Ave Suite 3300**  
**Little Rock, AR 72201-3485**

Firm Contact: TJ Boyle  
Position: Partner  
Phone: 501-376-9241  
Fax: 501-372-2457  
E-mail: [tboyle@frostpllc.com](mailto:tboyle@frostpllc.com)

Website: [www.frostpllc.com](http://www.frostpllc.com)

Firm Size: Partners- 19  
Total Staff- 150

Accepts interns? Yes

Accepts entry-level? Yes

Additional locations: Fayetteville, AR; Raleigh, NC; Naples, FL;  
Phoenix, AZ ; and Yuma, AZ

Frost, PLLC is a full-service super-regional CPA firm headquartered in Little Rock since 1974. While our practice covers all industries, we are recognized as the nation's preeminent expert in agricultural accounting services with over forty (40) years of experience in the food processing and agriculture industries. Regardless of the industry, our clients rely on our consistent objectives of providing personalized, high-quality financial services, reputable, reliable advice and staff to service them.

**Gaither & Hollenberg, PLLC**  
**1501 North Pierce Street Suite 102**  
**PO Box 24683**  
**Little Rock, AR 72221-4683**

Firm Contact: Brad Gaither  
Position: Member  
Phone: 501-663-1440  
Fax: 501-663-1480  
E-mail: bradgaither@gaiterhollenberg.com

Firm Size: Partners- 2  
Total Staff- 5

Accepts interns? Yes

Accepts entry-level? Yes

Gaither & Hollenberg, PLLC is a full service CPA firm providing assurance, tax compliance and advisory services to its clients.

**Garland & Greenwood CPAs and Advisors PLLC**  
**501 N. University Ave**  
**PO Box 7347**  
**Little Rock, AR 72205**

Firm Contact: Rocky Goodman, Jake Foremsdorf  
Position: Managing Partners  
Phone: 501-280-0222  
Fax: 501-280-9499  
E-mail: r.goodman@garlandandgreenwood.com  
j.froemsdorf@garlandandgreenwood.com

Website: [www.garlandandgreenwood.com](http://www.garlandandgreenwood.com)

Firm Size: Partners- 6  
Total Staff- 31

Accepts interns? Yes

Accepts entry-level? Yes

Additional locations: Bentonville, Conway, Hot Springs, and Jonesboro, AR

With five locations, Garland & Greenwood CPAs and Advisors is a full-service public accounting firm offering services from tax returns to audits, to consulting, to peer reviews in Arkansas and surrounding states. Garland & Greenwood also has a financial planning and advising division to provide a 360-degree approach for all client's financial needs. The firm strives to earn the reputation as the best accounting firm in Arkansas through perspective client-centric service that is strategic, reliable, and accurate.

**Goad & Company, PLLC**  
**100 E Huntington Suite B**  
**Jonesboro, AR 72401**

Firm Contact: Sarah Bowden  
Position: Audit Partner  
Phone: 870-932-4986  
Fax: 870-819-3423  
E-mail: sbowden@goadcpas.com

Website: [www.goadandcompany.com](http://www.goadandcompany.com)

Firm Size: Partners- 4  
Total Staff- 10

Accepts interns? Yes

Accepts entry-level? Yes

A local public accounting firm founded in late 1950's providing various financial related services to companies and individuals throughout Arkansas to a diverse client base. We are committed to the professional and personal growth of our clients and our staff. Utilizing the latest in integrated technology, we meet our clients where they are and constantly update our skills and methods for innovative and futuristic ways of serving our clients.

**Hankins & Company, CPAs**  
**2917 Old Greenwood Road Suite 7**  
**Fort Smith, AR 72903-4571**

Firm Contact: Thomas (Hank) Hankins  
Position:  
Phone: 479-646-6730  
Fax: 479-646-2659  
E-mail: [hank@hankins.cpa](mailto:hank@hankins.cpa)

Website: [www.hankins.cpa](http://www.hankins.cpa)

Firm Size: Partners- 1  
Total Staff- 8

Accepts interns? No

Accepts entry-level? Yes

Hankins & Company, CPAs provides professional services to a variety of clients in the heartland of America. In business since 1993, Hankins & Company is located in Fort Smith, Arkansas. With integrity, discipline, and excellence, the firm's goal is to provide clients with timely and reliable solutions to their financial needs. The professional staff offers customized services and strategic guidance to clients in a variety of industries. The firm has a particular expertise in low income housing audits and compliance. The audit staff has over 30 years combined experience in the affordable housing industry. The firm also has strong experience in contractor and construction company audits, retail, healthcare, governmental, and non-profit. The firm is fully staffed to perform outsourced internal auditing. Members of the firm's staff average over 20 years of experience in the accounting field, with over 80% of the staff being previously employed by the "Top Ten" accounting firms in the United States.

**HoganTaylor LLP**  
**11300 Cantrell Road Suite 301**  
**Little Rock, AR 72212-1844**

Firm Contact: Gary Cooper  
Position: Managing Partner of Little Rock office  
Phone: 501-227-5800  
Fax:  
E-mail: gcooper@hogantaylor.com

Website: [www.hogantaylor.com](http://www.hogantaylor.com)

Firm Size: Partners- 47  
Total Staff- 350

Accepts interns? Yes

Accepts entry-level? Yes

Additional Locations: Fayetteville, AR; Oklahoma City, OK & Tulsa, OK

Since 2009, HoganTaylor has the expertise you would expect from the nation's largest accounting firms with an unexpected twist — personal attention and commitment to your success. With more than 350 personnel, we offer a wide range of comprehensive business advisory, tax, accounting, assurance, technology, and wealth management solutions, as well as many other specialty services. HoganTaylor is one of the largest business advisory and public accounting firms in Oklahoma and Arkansas with offices in Tulsa, Oklahoma City, Fayetteville and Little Rock.

**Howland & Norris, CPAs**  
**401 West Capitol Avenue Suite 501**  
**Little Rock, AR 72201-3481**

Firm Contact: David Chappell  
Position: Partner  
Phone: 501-372-3112  
Fax: 501-375-7838  
E-mail: dchappell@hncpas.com

Website: [www.hncpas.com](http://www.hncpas.com)

Firm Size: Partners- 4  
Total Staff- 9

Accepts interns? Yes

Accepts entry-level? No

Howland & Norris is a local firm founded in 1913. The firm provides a variety of tax and financial services to over 500 businesses and individuals. Areas of expertise include agribusiness entities, financial institutions, not-for-profit entities and high net worth individuals.

**HCJ CPAs & Advisors, PLLC  
11025 Anderson Drive Suite 300  
Little Rock, AR 72212-2472**

Firm Contact: Brent Sharpmack  
Position: Partner  
Phone: 501-221-1000  
Fax: 501-221-9236  
E-mail: bsharpmack@hcjcpa.com

Website: [www.hcjcpa.com](http://www.hcjcpa.com)

Firm Size: Partners- 11  
Total Staff- 90

Accepts interns? Yes

Accepts entry-level? Yes

Additional Locations: Jonesboro, Rogers, and White Hall, AR

HCJ CPAs & Advisors was established through the merger of Hudson Cisne and Jones & Company. We provide accounting, tax services, and audits to closely-held businesses. With more than 90 experienced staff members, you can expect premiere customer service and unique solutions when you work with the trusted advisors at our firm.



**JSA CPAs, PLLC**  
**201 South Chester Street**  
**Little Rock, AR 72201-2015**

Firm Contact: Beth Smith  
Position: Managing Member  
Phone: 501-372-4180  
Fax: 501-372-1165  
E-mail: beth@jsacpas.net

Website: [www.jsacpaas.net](http://www.jsacpaas.net)

Firm Size: Partners- 2  
Total Staff- 6

Accepts interns? Yes

Accepts entry-level? Yes, after internship

JSA CPAs offers a wide-range of services to clients across the United States and internationally. We are committed to providing solutions for our clients which are critical in the achievement of their success. Utilizing the latest in technology, we meet our clients where they are in terms of day-to-day management of their information. Our professionals and staff are constantly updating their skills and looking for innovative and forward-thinking ways of serving our clients needs.

**JWCK Ltd.**  
**126 Hobson Avenue**  
**Hot Springs, AR 71901**

Firm Contact: Courtney Moore  
Position: Partner  
Phone: 501-624-5788  
Fax: 501-623-1511  
E-mail: cwm@hsjwck.com

Website: [www.jwck.com](http://www.jwck.com)

Firm Size: Partners- 4  
Total Staff- 14

Accepts interns? Yes

Accepts entry-level? Yes

Additional Locations: Hot Springs Village, AR

JWCK, Ltd. strives to provide its clients with the highest quality professional service in a timely manner. As a local Hot Springs firm, JWCK, Ltd. intentionally strives to meet the tax and accounting needs of the community and adjoining counties in order to maintain a healthy balance for its staff in their professional and personal lives. The firm provides attest services to banking, employee benefit plan, nonprofit, government, and construction industries. It performs engagements subject to federal and state compliance regulations such as internal compliance and directors exams for banks, uniform guidance and direct labor and overhead audits and agreed-upon procedures. Additionally, the firm prepares bond arbitrage calculations, compilations and reviews, fraud examinations, valuations, and litigation services. The firm's tax practice is made up of all types of returns for individuals, gifts, estates, trusts, corporate, partnership, retirement plans.

**Brenda L. Knapp, CPA, Inc.**  
**207 N Sebastian**  
**West Helena, AR 72390-2447**

Firm Contact: Brenda Knapp  
Position: Owner/Manager  
Phone: 870-572-5222  
Fax: 870-572-9486  
E-mail: bknapp@suddenlinkmail.com

Firm Size: Partners- 1  
Total Staff- 3

Accepts interns? Yes

Accepts entry-level? Yes

Tax preparation for individuals, corporations, partnerships, trusts, non-profits, bookkeeping, payroll, sales tax.



## THERE'S A REASON PEOPLE WHO WORK HERE, STAY HERE.

Public accounting is notorious for high turnover.  
But not at Landmark.

The secret to our team's longevity?

It's not really a secret at all.

We simply put the focus on people first:  
On our **team**. On our **clients**. On our **community**.

Our people-first mission is the reason  
the people who work here, stay here.

Come join our team.



Fort Smith | Little Rock | Rogers | Russellville  
[LandmarkCPAs.com/Careers](http://LandmarkCPAs.com/Careers)

**Landmark PLC, Certified Public Accountants**  
**201 East Markham Street Suite 500**  
**Little Rock, AR 72201-1639**

Firm Contact: Rachael McGrew  
Position: Business Development Director  
Phone: 501-375-2025  
Fax: 501-375-8704  
E-mail: [rmcgrew@landmarkcpas.com](mailto:rmcgrew@landmarkcpas.com)

Website: [www.landmarkcpas.com](http://www.landmarkcpas.com)

Firm Size: Partners- 19  
Total Staff- 131

Accepts interns? Yes

Accepts entry-level? Yes

Additional Locations: Fort Smith, AR; Rogers, AR & Russellville, AR  
and Surprise and Scottsdale, AZ

Landmark is one of Arkansas' largest locally-owned accounting firms. At Landmark, we strive to be a trusted business partner, providing a 360-degree financial perspective to our clients. Our broad range of service offerings combined with an emphasis on personal attention, community investment, and the professional development of our team allows us to provide accounting, consulting, and insights that exceed the expectations of our clients, our people, and our communities.

**Lawrence, Schluterman & Schwartz, Ltd.**  
**2411 South Waldron Road**  
**Fort Smith, AR 72903-3736**

Firm Contact: Mike Schluterman  
Position: Partner  
Phone: 479-484-7211  
Fax: 479-484-7802  
E-mail: mike@lssltd.com

Firm Size: Partners- 4  
Total Staff- 18

Accepts interns? Yes

Accepts entry-level? Yes

Additional locations: Paris, AR

Lawrence, Schluterman & Schwartz, Ltd. is a local CPA firm that has been in business since 1988, in the Fort Smith region. The firm provides service in the areas of audit, tax, compilations, reviews, estate planning, full service accounting and payroll services. The firm maintains membership in both the American Institute of Certified Public Accountants and the Arkansas Society of CPAs.

**Lee & Smith, PLLC**  
**5311 Summerhill Rd**  
**Texarkana, TX 75503**

Firm Contact: Mike Smith  
Position: Managing Member  
Phone: 903-832-4339  
Fax: 903-832-4609  
E-mail: msmith@leesmithcpa.com

Website: leesmithcpa.com

Firm Size: Partners- 2  
Total Staff- 9

Accepts interns? No

Accepts entry-level? Yes

We are an established firm that has been in the business for 25 years, providing tax and accounting services to a broad range of clients. We work with clients in the fields of medicine, law, insurance, construction, real estate, retail, manufacturing, farming and others. We are very client service oriented and focus on providing the best quality product and services ranging from tax planning and preparation to all types of accounting services. We experience a low turnover rate among staff and offer a fun and flexible work environment to accommodate work life balance with competitive salary and benefits.

**Mary Thomas Matthews, CPA**  
**1001 Texas Blvd Suite 105**  
**PO Box 5923**  
**Texarkana, TX 75505-5923**

Firm Contact: Mary Matthews  
Position: Sole Proprietor  
Phone: 903-794-6812  
Fax: 903-306-2653  
E-mail: marymatthewscpa@gmail.com

Firm Size: Partners- 1  
Total Staff- 2

Accepts interns? No

Accepts entry-level? Yes

Mary Thomas Matthews, CPA is sole proprietor of a small firm which primarily offers individual and small business tax preparation.



**Richard L. Maxwell & Associates, PLLC**  
**101 Cherrywood Lane**  
**PO Box 548**  
**Crossett, AR 71635-0548**

Firm Contact: Craig Kaminicki  
Position: Owner  
Phone: 870-364-8992  
Fax: 870-364-4508  
E-mail: craig@maxwellcpa.com

Website: [www.maxwellcpa.com](http://www.maxwellcpa.com)

Firm Size: Partners- 1  
Total Staff- 6

Accepts interns? Yes

Accepts entry-level? Yes

Richard L. Maxwell & Associates, PLLC, is a full service accounting firm offering bookkeeping, tax, audit, review, compilation, and consulting services.

**McQueen & Co., Ltd.**  
**114 East Speedway Street**  
**PO Box 326**  
**Dermott, AR 71638**

Firm Contact: Mary Ellen Greenway  
Position: CPA/Partner  
Phone: 870-538-5221  
Fax: 870-538-5922  
E-mail: rlmco@sbcglobal.net

Firm Size: Partners- 3  
Total Staff- 11

Accepts interns? Yes

Accepts entry-level? Yes

Additional locations: Monticello, AR

McQueen & Co. was established in 1954. The firm boasts 200 plus years of experience. The firm specializes in various types of non-publicly traded businesses in the areas of estate planning, wealth creation, tax planning and auditing.

**The Montgomery Firm, CPAs, PA**  
**202 West Lynn Street**  
**PO Box 1007**  
**McGehee, AR 71654**

Firm Contact: Cynthia Montgomery  
Position: CPA/Manager  
Phone: 870-222-6005  
Fax: 870-222-5819  
E-mail: montfirm@att.net

Firm Size: Partners- 2  
Total Staff- 8

Accepts interns? Yes

Accepts entry-level? Yes

Additional Locations: Lake Village, AR

The Montgomery Firm, CPAs, PA is a local accounting firm in McGehee and Lake Village of Southeast Arkansas. The firm has been in business since 1985, offering tax planning and preparation as well as a wide variety of write-up, payroll, consulting and live-accounting services.

**Pierce Firm PLLC**  
**2241 North Green Acres Road**  
**Fayetteville, AR 72703-2833**

Firm Contact: Allen Pierce  
Position: Partner  
Phone: 479-249-9916  
Fax: 479-282-0456  
E-mail: [apierce@pierceptllc.com](mailto:apierce@pierceptllc.com)

Website: [www.pierceptllc.com](http://www.pierceptllc.com)

Firm Size: Partners- 2  
Total Staff- 13

Accepts interns? Yes

Accepts entry-level? Yes

Pierce Firm, PLLC offers a variety of services and has a strong commitment to quality. The firm works primarily with small to midsize businesses in Northwest Arkansas. The firm is seeking quality candidates that express interest in working with a growing firm. Pierce Firm provides a competitive salary and a chance to gain a broad experience in public accounting, and is committed to helping each individual in the firm meet their career goals.

**Porterfield & Company, CPA, PLLC**  
**200 East Rush Avenue Suite 4**  
**Harrison, AR 72601-4317**

Firm Contact: Tom Porterfield  
Position: Managing Partner  
Phone: 870-741-3135  
Fax: 870-741-9064  
E-mail: info@porterfieldcpa.com

Website: www.porterfieldcpa.com

Firm Size: Partners- 1  
Total Staff- 9

Accepts interns? Yes

Accepts entry-level? Yes

Additional Locations: Fayetteville, AR

The firm's mission is "Improving People's Lives Through Relationships, Sound Guidance and Leadership; Serving as Accountants, Auditors and Advisors."

**Potts & Company, Inc.**  
**5908 Jenny Lind Place**  
**Fort Smith, AR 72908-7440**

Firm Contact: Debbie Hoyl  
Position: Office Administrator  
Phone: 479-648-2846  
Fax: 479-648-2847  
E-mail: debbie@pottscpa.com

Website: [www.pottscpa.com](http://www.pottscpa.com)

Firm Size: Partners- 1  
Total Staff- 7

Accepts interns? Yes

Accepts entry-level? Yes

Potts & Company, Inc. is an accounting and consulting firm that offers a broad range of services that add value and quality to the personal and professional growth of our clients. In addition to meeting the needs of our clients, we strive to equip our clients with the tools to pursue their goals and vision.

**PwC, LLP**  
**900 South Shackleford Road Suite 600**  
**Little Rock, AR 72211-3898**

Firm Contact: Michael Gullotta  
Position: Assurance Experienced Associate  
Phone: 501-907-8080  
Fax: 501-907-8097

Website: [www.pwc.com](http://www.pwc.com)

Firm Size: Partners- 4  
Total Staff- 56

Accepts interns? Yes

Accepts entry-level? Yes

Additional Locations: Springdale, AR

PwC's accounting practice originated in London well over a century ago. As times changed and PwC expanded worldwide, our commitment to clients has never wavered. With us, you're always supported by a global network of more than 223,000 people in 157 countries with one goal: to help businesses thrive. PwC's professional services include audit and assurance, tax and consulting that cover such areas as cybersecurity and privacy, human resources, deals and forensics. We help resolve complex issues and identify opportunities across these industries.

**Providence Financial Services, Inc.**  
**PO Box 1275**  
**Gentry, AR 72734-1275**

Firm Contact: Chris Henson  
Position: President  
Phone: 479-736-4829  
Fax: 479-736-4830  
E-mail: [chenson@providencefinancial.net](mailto:chenson@providencefinancial.net)

Website: [www.providencefinancial.net](http://www.providencefinancial.net)

Firm Size: Partners- 1  
Total Staff- 5

Accepts interns? Yes

Accepts entry-level? Yes

Providence Financial Services is a progressive accounting firm providing tax, payroll, CFO, and client advisory services for individuals and businesses.



**Przybysz & Associates, CPAs, PC**  
**4200 Jenny Lind Road Suite B**  
**Fort Smith, AR 72901-7632**

Firm Contact: Marc Lux  
Position: Audit Partner  
Phone: 479-649-0888  
Fax: 888-343-5852  
E-mail: marcl@selectlanding.com

Website: [www.selectcpa.com](http://www.selectcpa.com)

Firm Size: Partners- 1  
Total Staff- 8

Accepts interns? Yes

Accepts entry-level? Yes

Additional Locations: Fayetteville, AR, and Bentonville, AR

Przybysz & Associates, CPAs, PC, focuses entirely on attestation services with an emphasis on non-profit organizations, governmental organizations, and employee benefit plans.

**Rasco Winter Thomas Group**  
**400 West Capitol Avenue Suite 1624**  
**Little Rock, AR 72201-4805**

Firm Contact: Kevin Norton  
Position: Partner  
Phone: 501-375-8500  
Fax: 501-375-1908  
E-mail: norton@rascowinter.com

Website: [www.rascowinter.com](http://www.rascowinter.com)

Firm Size: Partners- 4  
Total Staff- 20

Accepts interns? Yes

Accepts entry-level? Yes

Rasco Winter Thomas Group formed with the combination of L. Cotton Thomas & Company and Rasco Winter Abston Moore & Associates. Together, the firms have served clients in Arkansas for almost 100 years. Our goal is to develop long-term relationships with clients, getting to know them, their industry, and the unique issues they face so that we can help them be successful. Additionally, we provide our employees with a work environment that allows for a work-life balance and the tools they need to be successful.

**Sanford & Company, CPAs**  
**812 DeQueen St**  
**Mena, AR 71953-4173**

Firm Contact: Lori Johnston  
Position: CPA/Manager  
Phone: 479-394-5414  
Fax: 479-394-7485  
E-mail: lorij@sanford-cpa.com

Firm Size: Partners-  
Total Staff- 8

Accepts interns? Yes

Accepts entry-level? Yes

Additional Locations: Waldron, AR

We are a small family oriented, tight knit regional accounting firm. We take pride in the quality of our work and take great pride in taking care of our clients. The bulk of our work load is tax return preparation and bookkeeping/payroll services. We also provide accounting and review services, tax planning, estate planning, Quickbooks support and consultation.

**Shelley Smart, CPA, MBA**  
**807 SW I Street, Suite 17**  
**Bentonville, AR 72712**

Firm Contact: Shelley Smart  
Position: Owner  
Phone: 479-273-7828  
Fax: 479-777-8100  
E-mail: [ssmart@ssmartcpa.com](mailto:ssmart@ssmartcpa.com)

Website: [www.ssmartcpa.com](http://www.ssmartcpa.com)

Firm Size: Partners- 1  
Total Staff- 2

Accepts interns? Yes

Accepts entry-level? Yes

A full service accounting and tax firm providing services to individuals and small businesses. The firm was established in 2011.

**Sheppard Jones & Associates PLLC**  
**314 E. Oak St**  
**El Dorado, AR 71730-5834**

Firm Contact: Drew Sheppard  
Position: Partner  
Phone: 870-863-7047  
Fax: 870-863-5308  
E-mail: drew@sheppardjonescpa.com

Firm Size: Partners- 5  
Total Staff- 7

Accepts interns? Yes

Accepts entry-level? Yes

Additional Locations: Fayetteville, AR

William P. Cook & Associates, PLLC has been built on the belief of the value of relationships. The firm views every client relationship like a partnership, and truly believes that its success is a result of the client's success. William P. Cook & Associates, PLLC assists clients with a full range of services. The staff is committed to the success of its clients by offering services to support the twenty-first century client. With offices in El Dorado and Fayetteville, our clients represent a variety of individuals and businesses from throughout the United States.

**J.W. Stafford & Associates, Ltd.**  
**P.O. Box 17156**  
**Jonesboro, AR 72403-6720**

Firm Contact: Jewell Etta Chastain  
Position: Managing Partner  
Phone: 870-935-1091  
Fax: 870-935-1312  
E-mail: [jewell@jwsacpa.com](mailto:jewell@jwsacpa.com)

Firm Size: Partners- 2  
Total Staff- 12

Accepts interns? Yes

Accepts entry-level? Yes

J.W. Stafford & Associates, Ltd. is a public accounting firm that specializes in tax, accounting, and payroll matters. Our firm was established in 1977 and is located at 1120 Windover Road, Jonesboro, AR.

**Thomas, Speight & Noble, CPAs**  
**420 W Walnut**  
**Blytheville, AR 72316**

Firm Contact: Kenneth B. Thomas  
Position: Managing Partner  
Phone: 870-762-5831  
Fax: 870-762-5833  
E-mail: kthomas@tsncpa.com

Website: [www.tsncpa.com](http://www.tsncpa.com)

Firm Size: Partners- 6  
Total Staff- 55

Accepts interns? Yes

Accepts entry-level? Yes

Additional Locations: Osceola, Pocahontas, Jonesboro &  
Caruthersville, MO

The firm's mission is to help clients maintain financial viability in the present, while taking a proactive approach to achieve future goals.

**Debra Thompson, CPA, PA**  
**912 Hwy 367 North**  
**Newport, AR 72112-2953**

Firm Contact: Debra Thompson  
Position: Owner  
Phone: 870-523-3689  
Fax: 870-523-2040  
E-mail: [debra@dltcpa.com](mailto:debra@dltcpa.com)

Website: [www.dltcpa.com](http://www.dltcpa.com)

Firm Size: Partners- 1  
Total Staff- 3

Accepts interns? Yes

Accepts entry-level? Yes

Debra Thompson, CPA offers a full range of services including accounting, business consulting, payroll services, QuickBooks consulting and set-up and tax planning and preparation along with IRS consultation.



**Turner Rodgers Manning & Plyler, PLLC**  
**305 Professional Park Drive**  
**PO Box 768**  
**Arkadelphia, AR 71923-0768**

Firm Contact: Jake Plyler  
Position: Partner  
Phone: 870-246-4563  
Fax: 870-246-6114  
E-mail: [jake.plyler@trmpcpa.com](mailto:jake.plyler@trmpcpa.com)

Website: [www.trmpcpa.com](http://www.trmpcpa.com)

Firm Size: Partners- 5  
Total Staff- 5

Accepts interns? No

Accepts entry-level? Yes

Turner, Rodgers, Manning & Plyler, PLLC is the oldest accounting firm in Clark County (founded in 1958). We provide a wide range of services to our clients including: tax planning and preparation, accounting services and write-up work, fiduciary services, data processing, accounts payable, accounting software support, management services, and attest services.

**Turner Williams & Associates, PA  
1600 W Beebe Capps Expressway  
Searcy, AR 72143-5171**

Firm Contact: Buddy Williams  
Position: Partner  
Phone: 501-268-0704  
Fax: 501-268-4520  
E-mail: [bwilliams@turnerwilliamscpa.com](mailto:bwilliams@turnerwilliamscpa.com)

Website: [www.turnerwilliamscpa.com](http://www.turnerwilliamscpa.com)

Firm Size: Partners- 2  
Total Staff- 9

Accepts interns? Yes

Accepts entry-level? Yes

Additional locations: Heber Springs, AR

Turner, Williams & Associates, P.A. is a full service CPA firm with over 35 years of experience. The firm provides attestation services, individual and business income tax planning and preparation, and bookkeeping and payroll services.

**Widner-Penter Company, PA**  
**PO Box 16477**  
**Jonesboro, AR 72403-6767**

Firm Contact:           Julienne P. Penter  
Position:                Shareholder  
Phone:                   870-336-3204  
Fax:                      870-336-3207  
E-mail:                  jpenter@w-pcpas.com

Website:                [www.w-pcpas.com](http://www.w-pcpas.com)

Firm Size:               Partners- 2  
                              Total Staff- 6

Accepts interns?       Yes

Accepts entry-level?   Yes

Widner-Penter Company, PA provides services in the areas of reviews, compilations, agreed upon procedures, accounts payable and payroll, estates and trusts, elder care, and complex tax planning and preparation.

**Wilf & Henderson, PC**  
**1430 College Drive**  
**PO Box 5197**  
**Texarkana, TX 75505-5197**

Firm Contact: John Loe  
Position: Shareholder  
Phone: 903-793-5646  
Fax: 903-792-7630  
E-mail: john@wilhen.com

Website: [www.wilhen.com](http://www.wilhen.com)

Firm Size: Partners- 4  
Total Staff- 14

Accepts interns? Yes

Accepts entry-level? Yes

Wilf & Henderson, PC was established in 1948 as a sole proprietorship by A.L. Markham, CPA. Over the past six decades the firm has grown into a full service public accounting firm. The firm has a strong emphasis in financial and management consulting, financial statement interpretation, audits of governmental and not for profit entities, audits of businesses, and corporate and individual taxation. The firm provides a full range of services to governmental entities, contractors, auto dealerships, and a host of other entities nationwide. The firm maintains memberships in the American Institute of Certified Public Accountants, the AICPA Private Companies Practice Section, and the AICPA Governmental Audit Quality Center.

**Jordan C. Woolbright, CPA**  
**202 E Cross Street**  
**Benton, AR 72015**

Firm Contact: Jordan Woolbright  
Position: Owner  
Phone: 501-315-6812  
Fax: 501-315-3478  
E-mail: jordan@woolbrightcpa.com

Website: [www.woolbrightcpa.com](http://www.woolbrightcpa.com)

Firm Size: Partners- 1  
Total Staff- 6

Accepts interns? No

Accepts entry-level? Yes

The firm is a tax preparation and bookkeeping practice serving clients of all sizes in the Central Arkansas area. Staff works in a fun, laid back atmosphere allowing them to serve clients well.

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Note: This directory is not an all-inclusive listing of public accounting firms in Arkansas.

# Student Membership Benefits: *Why Be a Student Member?*

- ⇒ Your membership with the state's premier organization of accounting professionals shows peers, college professors, and potential employers that you're committed to your career. Plus, it looks great on your resume!
- ⇒ Receive the quarterly E-Student Newsletter and Guide to Public Accounting Firms booklet.
- ⇒ Makes you eligible to serve on an ARCPA committee, provides the opportunity to actively participate in Society activities, and makes you eligible to join an area Chapter.
- ⇒ Develop your leadership skills and gain exposure to organizational skills and formal meeting procedures at chapter and committee meetings.
- ⇒ Build positive relationships and make connections for college and later in your career.
- ⇒ Receive discounts on CPA Exam reviews.
- ⇒ Meet and network with professionals and prospective future employers at these ARCPA events for \$15 each: Industry Commerce & Banking Conference, Equip Conference, Fraud Conference, Agriculture Conference, Arkansas Federal Tax Institute. Contact ARCPA to register: (501) 664-8739 or (800) 482-8739.
- ⇒ It's free, so why not join? To apply [www.arcpa.org](http://www.arcpa.org)



# ARCPA Memberships and Their Advantages

As a Student Member of the Arkansas Society of Certified Public Accountants (ARCPA), you are likely planning to take the Uniform Certified Public Accountant Examination in the near future. We wish you the best of luck in reaching and passing this career milestone.

Who qualifies for Student membership? Any student majoring in accounting at a recognized college or university who has attained at least junior class standing, with the goal of becoming a CPA, and for five years thereafter, as long as they take the CPA Exam at least once each year after graduation. Student memberships are free of charge. Apply online, [www.arcpa.org](http://www.arcpa.org).

As an **ARCPA Student Member**, you are entitled to:

- Access to the Student section of the ARCPA website;
- Discounts on CPA Exam reviews by a variety of providers;
- The ARCPA Guide to Public Accounting Firms in Arkansas;
- The quarterly *E-Student Newsletter* and monthly *ARCPA E-Newsletter*.

Once you pass the CPA Exam, you are another step closer to becoming a CPA. Before you fulfill your experience requirement for certification, however, you qualify to become an Associate Member. You may access the membership application at [www.arcpa.org](http://www.arcpa.org).

As an **Associate Member** of ARCPA, you will be entitled to:

- Receive all membership mailings;
- Take part in Continuing Professional Education offered by ARCPA;
- Be part of our group insurance plans;
- Join and participate in committees;
- In short, enjoy all the responsibilities and opportunities of ARCPA membership, except the voting privilege.

Then, after you are certified, you can become a full member of ARCPA!

As a **Member of ARCPA**, some of the advantages include:

- Members-only benefits such as discounts on CPE, insurance, various products and services, professional publications, and much more.
- The most up-to-date information regarding the profession from the ARCPA Website at [www.arcpa.org](http://www.arcpa.org); technical and advisory e-mail broadcasts; and ARCPA publications such as the *ARCPA Yearbook and Leadership Guide*.
- A resume service for members seeking employment that keeps your resume on file for reference by hiring firms.
- Networking opportunities with your peers at meetings, as well as social events.
- Voting privilege.
- Eligibility for service in a leadership role.

Invest in your future today and take advantage of the many ARCPA membership benefits for years to come!



# What Is a CPA?

A CPA is a Certified Public Accountant, but just what does that mean?

Read about the various places where CPAs work and you will discover the many opportunities the accounting profession and CPA designation offers you!

**Tax & Financial Planning** CPAs help businesses and individuals by recommending savings, investment, and tax options. These CPAs also help with international business laws and transactions.

**Education** CPAs prepare the next generation of accountants at the high school and college levels. They use their knowledge of the accounting profession to teach students accounting, auditing, and taxation.

**Business & Industry** CPAs working inside companies manage financial records, develop business strategies and secure financing for major projects. CPAs are a critical part of a company's management team, often overseeing the finances of the entire company and its profits.

**Government** CPAs manage governmental finance, examine tax returns, investigate fraud, and evaluate the use of tax dollars for government programs. CPAs in government can work for the Internal Revenue Service (IRS), the FBI, or any number of public agencies.

**Public Accounting** CPAs in public accounting prepare individual and corporate tax returns. They also review the financial records of companies for accuracy and accountability. Companies that are publicly traded on the stock market must have their records approved and certified by a CPA every year.

**Information Technology & Consulting** CPAs help many businesses design and implement their computer systems, software applications, and network security. They may also give advice on issues affecting employees, such as retirement plans, or issues that affect the company, such as purchasing a new building or property.

**Forensic Accounting** CPAs in forensic accounting track down fraud, white-collar business crime, and insider trading. Through their information-gathering and accounting background, CPAs assist in determining an individual's guilt or innocence.

## For further information contact:

Arkansas Society of Certified Public Accountants, or go to the Student section of the ARCPA website at: [www.arcpa.org](http://www.arcpa.org)

# The Real Deal on the 150-Hour Education Requirement

Here are some frequently asked questions regarding the 150 hour education requirement.

## ***What is the 150-hour education requirement?***

First-time candidates taking the Uniform CPA Examination in Arkansas were required, as of May 1998, to have completed 150 semester hours of education (including a Bachelor's degree) in order to take the CPA Exam and eventually obtain the CPA certification. However, as of August 2013, Arkansas candidates may now take the exam with less than 150 hours, though 150 hours are still required for licensure.

## ***Why the extra hours?***

There are a number of good reasons. Essentially, to obtain the required body of knowledge and to develop the skills and abilities needed to be successful CPAs, students need the extra hours of education. Students are encouraged to complete the additional course work in a balanced curriculum of accounting, business and general education.

## ***Is Arkansas the only state with the 150-hour requirement?***

No, in fact the 150-hour requirement for licensure has become law in all states. Education requirements to sit for the Uniform CPA Exam vary by each state or jurisdiction's board of accountancy, although all states require a minimum of 120 credit hours (the equivalent to a bachelor's degree). To get licensed as a CPA, all boards of accountancy require 30 additional credit hours, or 150 hours. For specific state or territory requirements, visit [ThisWayToCPA.com](http://ThisWayToCPA.com) or [nasba.org/exams/cpaexam](http://nasba.org/exams/cpaexam).

## ***Does the CPA candidate need to obtain a master's degree to meet the 150-hour requirement?***

No, a master's degree is not necessary to meet the requirement. To obtain 150 semester hours of education, you do not necessarily have to get a master's degree. The requirement can be met in a variety of ways, including extra hours at the graduate level without a master's degree. None of the states that have passed the 150-hour law require a master's degree.

## ***If a master's degree is obtained, need it be in accounting or would an MBA also qualify?***

In Arkansas, the key is the completion of 150 hours of credit. Provided all of the requisite accounting and business coursework and general education requirements are met per the Arkansas State Board of Public Accountancy Regulations, a bachelor's or master's degree may be in any degree or subject matter. For post-graduate degrees, many colleges and universities design their accounting program to meet the requirements for a Master or Science degree in accounting or taxation. Other colleges and universities provide the 150 credit hours through an undergraduate accounting degree plus a Master of Business Administration (MBA) in areas such as finance, marketing, management, or information systems.

# More on the 150-Hour Education Requirement and Arkansas Requirements

## ***How do I meet the 150-hour requirement?***

To obtain the 150 hours of education, many colleges and universities have enacted the following options:

- combine an undergraduate accounting degree with a master's degree at the same school or at a different one;
- combine an undergraduate degree in some other discipline with a master's in accounting or an MBA with a concentration in accounting;
- enroll in an integrated five-year professional accounting school or program leading to a master's degree in accounting.

Your best bet is to talk to the accounting department at your school to examine the exact requirements and options available to you.

## ***What are the CPA Exam requirements for Arkansas?***

Arkansas's qualifications to take the Uniform CPA Examination are simple. You must have a Bachelor's Degree with at least 120 credit hours. Thirty of those hours must be upper level Accounting, and thirty in Business other than Accounting. Accounting and Business classes must be completed with a grade of "C" or above.

The Accounting classes must cover the following 6 topics:

- Financial Accounting (Intermediate Acct.)
- Management Accounting (Cost Acct.)
- Governmental or Not-for-Profit Accounting (Institutional Acct.)
- Federal Taxation (Adv. Income Tax or Fundamentals of Taxation)
- Auditing and Attestation
- Accounting Information Systems

For information concerning testing and requirements in Arkansas, [www.asbpa.arkansas.gov/cpa-exam](http://www.asbpa.arkansas.gov/cpa-exam) and also read Board Rule 3 located on that page.

## ***Wow, this is all very confusing. How do I know if I am on the right track?***

Don't assume anything—find out the facts for yourself. Talk to your school's accounting department for the requirements at your college or university.

When applying for the exam, be sure to read and follow all the requirements, deadline information, and regulations carefully and (if sitting in Arkansas), call the Arkansas State Board of Public Accountancy (ASBPA) at: (501) 682-1520, if you have any questions.

For more information on the 150 Hour Requirement, visit the Become a CPA and Licensure pages of the AICPA website at: [www.aicpa.org](http://www.aicpa.org).

# The Uniform CPA Exam

## Some Facts at a Glance

One of the world's leading licensing examinations, the CPA Examination serves to protect the public interest by helping to ensure that only qualified individuals become licensed as Certified Public Accountants (CPAs). The Uniform CPA Examination is the test which individuals must pass in order to qualify for licensure as Certified Public Accountants in any of the 55 U.S. jurisdictions (the 50 states, District of Columbia, Guam, Northern Mariana Islands, Puerto Rico, and the U.S. Virgin Islands). The Uniform CPA Examination is delivered in a computer-based format at Prometric test centers across the United States, as well as Bahrain, Brazil, Egypt, England, Germany, India, Ireland, Japan, Jordan, Kuwait, Lebanon, Nepal, Scotland, and the United Arab Emirates.

The eligibility requirements to sit for the exam vary by jurisdiction, and are determined by the Board of Accountancy in each jurisdiction. Each jurisdiction has specific requirements regarding education, experience and residency. Refer to your jurisdiction's application materials for specific information.

The AICPA (American Institute of Certified Public Accountants) creates and grades the CPA Examination. NASBA (National Association of State Boards of Accountancy) provides assistance and services to the many jurisdictions Boards of Accountancy including application processing and score reporting. Prometric delivers the CPA Examination at its testing centers in the U.S. and its territories, as well as certain international locations. The individual Boards of Accountancy are responsible for the entire licensing process for CPAs.

The CPA Examination is a computerized exam with four sections: Auditing & Attestation (AUD), Business Environment & Concepts (BEC), Financial Accounting & Reporting (FAR), and Regulation (REG). The testing for each section is 4 hours in length, featuring multiple choice questions, task-based simulations, and written communication tasks. All jurisdictions require a candidate to pass all four exam sections within 18 months, earning a minimum score of 75 on each section. Candidates may take the exam sections individually, in any order.

For more information on the CPA Examination, go to <https://nasba.org/exams/cpaexam/> and also <https://us.aicpa.org/becomeacpa.html>.

To learn more about how each section is organized, review the [CPA Exam structure](#). Study the [CPA Exam Blueprints](#) to learn about the specific topics tested in each Exam section. Practice with the [Sample Tests and Tutorials](#) before your test day to learn about the Exam's format and functionality.

A new CPA Exam will be launched in 2024 by the AICPA and NASBA. For information, visit <https://www.evolutionofcpa.org/>.

Before you can apply to take a section of the CPA Exam, you must be declared eligible. Learn more to determine your eligibility, and about the [CPA Exam Process](#) to become a licensed CPA.

# Some Frequently Asked Questions About the Uniform CPA Exam

## ***What is the process for applying to take the CPA Exam in Arkansas?***

Application must be made via the Arkansas State Board of Public Accountancy (ASBPA) website, [www.arkansas.gov/asbpa](http://www.arkansas.gov/asbpa). Additional supporting documents are required such as: proof of identity, official transcripts, proof the educational requirement has been satisfied, proof of receipt of applicable degree, or certification that the degree has been earned, but will be conferred at a later date. All documents, including the application, will be evaluated by the ASBPA to ensure that state requirements have been met. Candidates shall for each applicable section pay the ASBPA the fees charged by the AICPA, NASBA, and Prometric, along with the application and section fees established by the ASBPA. To view the current fee structure visit the following link below. [www.asbpa.arkansas.gov/cpa-exam](http://www.asbpa.arkansas.gov/cpa-exam) and click Instructions for Application. For more information or to apply, contact the Arkansas State Board of Public Accountancy at (501) 682-1520.

## ***How and when can CPA Exam candidates schedule exam test center appointments with Prometric?***

Once eligibility is determined and approved, applicants receive a notice to schedule (NTS) from NASBA. Candidates can then contact Prometric and make appointments online via the Prometric website, [www.prometric.com/CPA](http://www.prometric.com/CPA) (which includes a Test Center Locator & Scheduler application) or by calling the Candidate Services Contact Center at 1-800-580-9648. Regardless of where the exam is taken, the results are returned to the state of application. (Taking the exam in a surrounding state will not provide professional reciprocity in that state.)

## ***When should I start the exam application/registration process?***

You should start the process as early as possible. The AICPA and Prometric recommend scheduling test dates 45 days prior to the date you wish to take your exam to ensure the best chance of receiving that date.

## ***When is the exam administered?***

As of July 1, 2020, candidates may sit for the Exam anytime throughout the year. Continuous testing allows for candidate flexibility and convenience. Under the continuous testing model, scores will be released on a rolling basis. Candidates wishing to learn more about continuous testing, as well as how the score release process will work, should visit the AICPA's [CPA Exam Score Release](#) page, as well as follow NASBA via social media for updates.

## ***Is the same exam given for everyone?***

Candidates will take different, but equivalent exams. Each exam will be drawn from a pool of test questions. The specifications of the questions will ensure that the results are comparable among students.

## ***What is the time frame to pass all four parts of the exam?***

You must pass all four test sections of the exam within 18 months, earning a minimum score of 75 on each part.

### ***What should I know about types of items on the Exam?***

The Exam includes multiple-choice questions (MCQ), task-based simulations (TBS), and written communication. Task based simulations are case studies that will test candidates' knowledge and skills using real-life, work-related situations, and require candidates to use spreadsheets and/or research authoritative literature provided in the Examination. CPA candidates should possess basic computer skills such as use of a mouse and keyboard, and know common spreadsheet and word processing functions, including writing formulae for spreadsheets, and be able to use a four-function calculator or a spreadsheet to perform financial calculations. Candidates will have access to authoritative literature, which may be used in completing simulations. Within the BEC section, candidates must demonstrate written communication skills to write a short passage, letter or memo in response to a scenario.

### ***How is the exam graded? What is a passing score?***

Grades on the exam range from 0 to 99 with a scaled 75 as the passing score.

### ***Who grades the exam and how/where are the scores reported?***

After the exam, candidate responses are forwarded to the AICPA for scoring, the responses are identified by Examination Section ID only. When advisory scores and performance information become available, the AICPA forwards them to NASBA for processing, which involves matching the scores and performance information to individual candidates. NASBA then forwards the scores to boards of accountancy for approval and subsequent release to candidates.

### ***How soon after taking a section of the CPA Exam will I receive my grade?***

Distribution of scores is the responsibility of the boards of accountancy. The Arkansas State Board of Public Accountancy releases test scores as soon as they are available from the AICPA, who scores the exam. After the AICPA releases scores to NASBA, NASBA processes them and forwards them to the boards of accountancy for approval and release to candidates. Boards of Accountancy determine the actual score reporting schedule.

### ***Where can I find more information about the CPA Exam?***

For the most up-to-date information go to [www.thiswaytocpa.com](http://www.thiswaytocpa.com), or <https://us.aicpa.org/becomeacpa.html> then choose CPA Exam. Both of these sites feature specific information about exam structure, content, format, grading, and provide links to the NASBA, and Prometric websites.

Candidates are advised to review the [Sample Tests](#) to become familiar with the format and functionality of the CPA Exam. For information on how to prepare, read the latest version of the Candidate Bulletin at <https://nasba.org/exams/cpaexam/> for more about the examination process and instructions.

Many parameters for the CPA Exam are ultimately determined by each individual jurisdiction. Arkansas specific information can be found at [www.asbpa.arkansas.gov/cpa-exam](http://www.asbpa.arkansas.gov/cpa-exam). Arkansas candidates may also direct any questions to Arkansas State Board of Public Accountancy at (501) 682-1520.

# A Who's Who Guide to Accounting Organizations

Confused about who is who and who does what? Here's a quick review:

## **Arkansas State Board of Public Accountancy (ASBPA)**

Arkansas State Board of Public Accountancy protects the users of services rendered by Arkansas licensed accountants by regulating the authorized practice of public accountancy by Certified Public Accountants (CPA) and public accountants as well as the unauthorized practice of public accountancy by unlicensed individuals and firms. ASBPA is responsible for setting rules and regulating the licensure of public accountants and Certified Public Accountants in Arkansas and assessing penalties for violation of the Accountancy law and the corresponding rules. ASBPA has authority in disciplinary matters and may suspend, revoke, reprimand, prohibit or censure an Arkansas certificate, license or permit, or issue fines. ASBPA members are appointed by the Governor to serve a five-year term. ASBPA interprets certification requirements, informs CPAs of the laws and rules applicable to the practice of accounting, and investigates and resolves complaints against CPAs.

Staff assigned to the State Board answer inquiries from applicants, licensees and the general public. They process applications for certification, and renewal, monitor continuing education, and investigate consumer complaints.

## **Arkansas Society of Certified Public Accountants (ARCPA)**

Arkansas Society of CPAs is a professional membership organization comprised of CPAs in public practice, industry, government and education. ARCPA serves over 3,000 CPAs in Arkansas through its educational and professional programs.

ARCPA represents CPA members in Arkansas by working with rule-making and legislative bodies (including the State Board). They proactively inform members, regulators, legislators, the public, and others, of the trends, changing roles, and necessary functions of CPAs. ARCPA is governed by a Board of Directors representing a cross-section of Arkansas CPAs and their concerns. A network of regional chapters and committees provide members with a forum to share ideas and expertise, enhance professional growth, and develop leadership abilities. Student members can be active in ARCPA by attending chapter meetings. Student participation is important to the future development of the ARCPA and the profession.

ARCPA holds approximately 100 courses and conferences annually in a variety of areas, including accounting and auditing, taxation, and personal development. These seminars and conferences must meet the standards for obtaining continuing professional education credits necessary to maintain licensure. ARCPA works closely with the American Institute of CPAs to enforce the Code of Professional Conduct, the profession's ethics policy.

For more information about ARCPA go to [www.arcpa.org](http://www.arcpa.org).



### **American Institute of Certified Public Accountants (AICPA)**

AICPA is the largest professional organization of accountants in the United States of America. It has a dual role, serving both the needs of its members, Certified Public Accountants (CPAs), as well as setting Generally Accepted Auditing Standards (GAAS) and playing a role in defining Generally Accepted Accounting Principles in the United States. The AICPA also creates and grades the Uniform CPA Examination. Its mission is to provide members with the resources, information, and leadership that enable them to provide valuable services in the highest professional manner to benefit the public as well as employers and clients.

### **National Association of State Boards of Accountancy (NASBA)**

NASBA is the national organization of 55 U.S. state boards of accountancy. Its mission is to enhance effectiveness of state regulation of public accountancy by improving communications and encouraging cooperation among state boards. NASBA is charged with evaluating transcripts for first-time CPA Exam candidates to ensure that state requirements have been met.

### **Financial Accounting Standards Board (FASB)**

FASB's mission is to establish and improve standards of financial accounting and reporting for the guidance and education of the public, including issuers, auditors, and users of financial information. Since 1973, the Financial Accounting Standards Board (FASB) has been the designated organization in the private sector for establishing standards of financial accounting and reporting. Those standards govern the preparation of financial reports. They are officially recognized as authoritative by the Securities and Exchange Commission.

### **Governmental Accounting Standards Board (GASB)**

The Governmental Accounting Standards Board (GASB) was organized in 1984 as an operating entity of the Financial Accounting Foundation (FAF) to establish standards of financial accounting and reporting for state and local governmental entities. Its standards guide the preparation of external financial reports of those entities. The Foundation's Trustees are responsible for selecting the members of the GASB and its Advisory Council, funding their activities and exercising general oversight - with the exception of the GASB's resolution of technical issues. GASB's mission is to establish and improve standards of state and local governmental accounting and financial reporting that will result in useful information for users of financial reports and guide and educate the public, including issuers, auditors, and users of those financial reports.

### **Public Company Accounting Oversight Board (PCAOB)**

The PCAOB is a private-sector, non-profit corporation, created by the Sarbanes-Oxley Act of 2002, to oversee the auditors of public companies in order to protect the interests of investors and further the public interest in the preparation of informative, fair, and independent audit reports.



## A Few Keys to Your Success

It takes more than one evening to prepare your resume. Initially, you must collect the information and organize it into a coherent form. If possible, have your resume reviewed by your college's career counselors. Once your resume is completed, you should update it every six months or as necessary.

As early as your sophomore year, you should have your resume completed. You will be able to take immediate advantage of more opportunities if your resume is prepared and ready for submission to a prospective employer at a moment's notice. Employment opportunities are often lost because of delays in preparing a resume.

While in college, you should anticipate summer co-operatives and internships by distributing your resume and cover letters no later than the beginning of the preceding spring semester. Summer positions can often lead to full-time employment upon graduation.

Seniors should start their full-time job search at least two semesters prior to graduation. Traditionally, larger accounting firms interview seniors for full-time employment during the fall semester. Contact your college's career placement office to set up an appointment to discuss your future plans and ask for help in formulating an agenda and timetable for scheduling interviews.

## How to Write a Resume

You're better off writing your own resume rather than hiring someone to do it for you. No one knows more than you do about your education, your work experience, or the career you seek. Following is the typical structure:

### The Heading

Anyone reading a resume wants to find information easily and quickly, so the heading you use should stand out clearly. The heading provides your name, address, and phone number. If you use a work phone number, be sure that your employer knows about it and gives permission. List your personal e-mail address, but only if you check it on a regular basis.

### The Objective

The objective should be very specific. Recent surveys of personnel managers indicate that they look very closely at the job objective. Create a separate objective for those jobs where you have a serious chance at getting an interview, as well as for each type of job covered in mass mailings.

### Education

The education section will generally come next for a new college graduate. When you have more professional experience, you may want to put work experience first and education second. List your bachelor's degree and any other post-secondary education, with the most recent education first on the list. Include special courses or skills in this section, but stay away from the obvious.

For example, all accounting majors take Principles and Intermediate. If you are just beginning your academic career, consider what courses or minors may help you become more marketable to employers. When you list your GPA, include the scale and feel free to list separately your GPA in your major (it's expected to be higher than your overall GPA). If your GPA is not good, leave it out. If your grades were low in your first two years, but then improved, list your upper division GPA (and label it as such). Not everyone will have honors and awards, but if you do, be sure to include them. Focus on those that are professional and academic.

## **Work and Experience**

Work and experience should be listed in order of your most recent job. Set off the name of the company and the title of the jobs. Don't worry about including every summer or part-time job you've had. For new college graduates, employers are not looking for a job history without gaps. Omit jobs that lasted only a few weeks or those that add nothing to your attractiveness as an employee. In the job description, try to focus on what you did that was accounting-related and what you did that required maturity and responsibility.

## **Activities**

Participating in clubs and extracurricular activities while in school demonstrate that you are a "go getter." If you're currently not a member of Beta Alpha Psi or the accounting club at your school, you should be. Most professional accounting organizations also offer student memberships. Joining these groups helps prepare you for the job search. In addition, employers look favorably at candidates who are involved in community service. These experiences will ultimately make you more marketable. It isn't necessary to list interests, but they can provide additional insight on your personality and interests which may strike a chord in a potential employer reviewing your resume. Keep in mind that certain hobbies can also have a negative effect. For example, you may want to avoid political groups unless you're certain where the potential employer stands on political issues.

## **References**

Typically, you shouldn't include references on your resume. You can also leave off the line "references are available on request" since it's assumed you can provide names if asked. You should, however, have your references' contact information ready to be presented upon request - on stationery that matches that of your resume and cover letter, should you be asked for it during an interview. Be certain that you have permission from your references before you give their names to potential employers. A good idea is to call each reference for permission, then write a thank you note and send a copy of your resume. That will remind them that they may be contacted by a prospective employer, as well as provide them with additional information about you when a call does come. Your resume should be printed on minimum 20-pound weight paper-white, cream, or possibly light gray. It's also a good idea to have someone with good English skills proofread your resume. A sloppy resume with misspellings and grammatical errors will not make a good impression on potential employers.

Source: *New Accountant* magazine

# Ten Tips to an Excellent Resume

## 1. Limit your brilliance to one page

Remember that your résumé is a marketing tool and not a laundry list of everything you've ever done. By keeping your résumé short, you're demonstrating that you can edit yourself and sell your skills clearly and concisely.

## 2. Professionalize your contact info

Résumés featuring email addresses like `ilovepuppies@internetserviceprovider.com` may not seem professional to the company to which you are applying. Make sure your email address and the voice mail messages on any phone numbers you list are 100 percent professional and appropriate.

## 3. Include unpaid experience

Just because you didn't get compensated for certain work doesn't mean it shouldn't count as experience for your résumé. By all means include internships, volunteer work, and part-time jobs if you achieved significant results or learned important skills in those positions.

## 4. Quantify your results

Employers don't just want to know what you did; they also want to know what results you accomplished. How many people did you oversee as a store manager? How much money did you save the junior class as treasurer? Quantifying your accomplishments demonstrates not only what you achieved, but also the fact that you track your results.

## 5. Prioritize your points

When you list bullet points under each position or activity on your résumé, be sure to place the most important task, accomplishment, or responsibility first. Most readers of your résumé will pay close attention to what you've chosen to feature as the first item on each list.

## 6. Customize your résumé for different opportunities

Employers can tell when they are seeing a generic résumé that is being blasted out to anyone and everyone. It's fine to have such a résumé as a template, but then you need to customize it for various opportunities by featuring the experience, keywords, and activities that best suit the requirements of that particular position.

## 7. Include only interesting interests

When it comes to listing interests or hobbies on your résumé, only mention something that is particularly unique, uncommon, or memorable. For example, "Founding president of first-ever Tae Kwon Do Club at my university" or "three-time finisher of Chicago Marathon." Generic interests such as "travel and reading" are nice, but they don't add much.

# Ten Tips to an Excellent Resume (Continued)

## 8. Delete the reference references

Don't waste precious space on your résumé with "References available upon request." Potential employers will request a list of references if they want one.

## 9. Never lie, exaggerate, or twist the truth

There are so many reasons not to lie on a résumé. First of all, if your lie or truth stretching gets discovered, you'll lose a job opportunity with that company forever. Second, if you exaggerate your skills, such as being fluent in French when you really just studied it in junior high, your lie will become extremely obvious the day you start your job and you lack the skills you said you had. You should certainly cast yourself in the most positive light, but never, ever take it too far.

## 10. Proofread, and then proofread again

Finally, there is absolutely, positively no excuse for a single typo or grammar mistake on a résumé. Once you've proofread your résumé and feel confident it's perfect, have at least two other people review it for mistakes, misspellings, and formatting glitches. You can never check your résumé too many times.

Source: Excerpted from PwC Personal Brand Experience at [pwc.com/campus](http://pwc.com/campus)

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# Tips for Preparing for a Job Interview

- Many questions asked will be generated by the information in your resume, so be ready to respond using anecdotes and concrete examples.
- Do your homework about each company with whom you interview. Go to the library or the company's website and check for information to enable you to ask intelligent questions that demonstrate that you have a real interest in the position.
- Know precisely how to get to the site of the interview, even if it means making a trial run a few days in advance. Know how long it takes you to get to the interview, and arrive early. Being late for an interview will almost always doom your chances. Candidates who arrive just in time are also generally flustered, which can hurt the interview. Get there early and use the cushion of time to gather your thoughts.
- Choose the appropriate wardrobe and have it ready ahead of time. Arriving with a button missing or scuffed shoes doesn't make a good initial impression. Dress conservatively, even if the culture of the company with which you're interviewing is informal.
- Leave any negative feelings at home; bring only your positive, upbeat self to the interview. Pledge to be friendly with everyone with whom you come in contact, including the receptionist, the interviewer's secretary, and everyone else introduced to you. Managers often ask others who come in contact with a candidate for their evaluation.
- Be committed to speaking positively and kindly about other people, including fellow students, professors, and previous employers. If the interview was scheduled through your college placement office, there is a good possibility you will know some other students with whom you are in competition. If their names come up, avoid the natural temptation to point out something negative. Rather than enhancing your own potential for getting the job, you will diminish yourself in the interviewer's eyes.
- Be alert to your surroundings and listen carefully to what the interviewer says. Often, you'll learn what the interviewer likes and doesn't like in a candidate, as well as gain insight into what the job demands.
- Avoid accepting offers of food or beverages during the interview. Spilling food or a drink on yourself will do nothing to enhance your image.
- Every interview should be followed with a short, courteous note thanking the interviewer. The note could indicate something positive in your favor that you forgot to bring up during the interview itself, as well as express your continued interest in the position.

Source: *New Accountant* magazine

# Common Job Interview Questions

## **Tell me about yourself.**

Be prepared to respond to this question, by creating a 15- second "sound bite" that describes your professional background and strongest skills in two or three sentences. Vary your response according to the specific job opportunity and offer a brief description of why you would be a good fit for the position. One of the best ways to prepare for an interview is to rehearse with a tape recorder and then critique your answers.

## **Tell me about your background, accomplishments, strengths and weaknesses.**

Employers who ask this question are usually looking for a short synopsis of your experience. Be sure to demonstrate how you've developed professionally and be objective when listing your strengths and weaknesses.

## **What interests you about our company/firm?**

This question seems straightforward, but it can sometimes be difficult to answer if you haven't thought about it beforehand. There are two important factors to include in your answer. The first is to use your knowledge of the company to show your sincere interest. Second, give a specific reason the position for which you're applying appeals to you (other than the fact that you need a job).

## **Who was your most difficult boss and why?**

It's imperative to be as diplomatic as possible when answering this question. Avoid becoming too personal; instead, focus on your previous supervisor's management style and the manner in which he or she communicated. The interviewer is looking for some indication as to how well you would get along with your future boss, if you were hired.

## **What outside activities are most significant to your personal development?**

Many employers ask this question to see what kind of balance you are looking for between your personal and professional lives. While it's good to list one or two activities, be careful not to list too many activities as the employer may wonder if outside interest will interfere with your work.

## **Where do you see yourself in five years? In ten years?**

Avoid mapping out a detailed plan when answering this question. Instead, describe what you feel is the next logical step or steps in your career path.

Source: RobertHalfFinance.com

# Questions to Ask a CPA Firm

As a job interview comes to a close, one of the final questions you may be asked is "What can I answer for you?". Have interview questions of your own ready to ask. It is very important to keep in mind that not only is the organization interviewing you, you too are interviewing the organization to make sure it is a good fit for you. After all, you want to work for a firm that is going to provide you with the experience that you are looking for. Ask the interviewer some questions too. Remember, your goal is to find a job that fits you. Smaller CPA firms may not have a firm brochure or website to provide you with details, so you may want to inquire about some of these areas if they are not explained earlier during the interview:

- **Does your company encourage employees going back to school for an advanced degree, or industry certifications?**
- **What is the firm's policy toward continuing professional education for staff?**
- **How does the firm train new staff?**
- **Inquire about the computer technology being used. For example:**
  - What types of programs are used (Spreadsheet, Accounting Software, Depreciation Software, Tax Preparation)?
  - How are the firm's tax library and tax forms available?
- **How would you describe the main responsibilities of the position?**
- **How would you describe a typical week/day in this position?**
- **What are the top 3 goals of this position?**
- **Where do you see the ideal candidate 5 years from now?**
- **What is the complete interview process for this position?**
- **What is the target start date for this position?**
- **What is the benefit package?**
- **What are the travel requirements?**
- **When can I expect to hear from you?**
- **Are there any other questions I can answer for you?**

# Prepare for Career Fairs & Interviews

*Here are some entry-level recruiters' top tips to help you make a great in-person impression.*

## **Before a Networking Event/Career Fair/Formal Job or Interview:**

- Practice introducing yourself in a concise and confident way. (Check out our worksheet on creating your elevator pitch for help.)
- Plan a neat and appropriate outfit to wear. If you're unsure of the dress code, it's okay to contact the organization or your university career center to ask.
- Review your resume thoroughly—you never know what information a recruiter might ask you to discuss.
- Spend at least 30 to 60 minutes researching the organization whose event or interview you are attending so you can show why your skill set is a good fit. Review the organization's website to learn about its mission, lines of business, culture and entry-level positions. Do a general web search to review any recent news about the organization and the overall industry in which it operates. Ask members of your career center staff to tell you more about the organization and its history with your university.
- Prepare at least three questions to ask. When a recruiter says, "What questions do you have?" you want to be prepared. The best questions show that you've done your homework on the organization and that you are genuinely interested in learning more. For instance, "I read that the company just implemented a new green initiative and I'm really interested in environmentalism. Can you tell me more about that?"

## **During a Networking Event/Career Fair/Formal Job or Internship Interview:**

- Turn off your cell phone or switch it to vibrate and put it away for the entire duration of the event.
- When you meet a recruiter or company representative, shake his or her hand confidently and make direct eye contact.
- Remember to listen as much (if not more) than you talk. Yes, you are promoting yourself, but you don't want to dominate the entire conversation.
- Request a business card from the recruiter or any professional contacts you meet so you can follow up after the event.



## How to Perfect Your Pitch

- Practice, practice, practice your self-introduction. The best pitches are natural (not canned), but prepared. When possible, practice your pitch in front of a trusted friend, family member or career services professional and tape yourself to see how you come across.
- Make sure your image matches your pitch. You need to dress professionally, but it's okay to show some flair with a bright tie or a unique piece of jewelry. Do some research on the industry you want to join to learn what's appropriate. No matter what, look neat (iron everything) and groomed.
- Smile. It's simple, but a smile can go a long way towards making a good impression (and putting you at ease).
- Make direct eye contact with your listener. If your eyes are wandering or looking down, people will assume you're distracted or not very interested in talking to them.
- Say your name clearly. It's one of the most important elements you want your listener to remember.
- Be clear and concise. There's no need to tell someone your life story. Highlight the most important elements of your personal brand (what you're studying, your key experience, what you hope to do in the future) and then let the conversation flow from there.
- Show your passion. Recruiters consistently say that passion stands out. Let your enthusiasm shine through.
- Stop talking. After about 20 to 30 seconds, finish your introduction and let the other person speak. Listening skills are just as important as speaking skills.

Source: Excerpted from PwC Personal Brand Experience at [pwc.com/campus](http://pwc.com/campus)  
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# Your Online Image Makeover

## Study the online profiles of people you admire

One of the great things about the web is that you can research the way other people, from student leaders to CEOs, present themselves online.

Take some time to research and bookmark the online presences of people who have the kind of career you aspire to. Search Google (to find blogs and personal websites), LinkedIn, Twitter, your university's alumni database and professional association directories.

Then, ask yourself these questions:

- Where do these people appear online where you'd like to appear? Could you set up profiles on the same sites?
- What keywords do these people use to describe themselves that would be appropriate for you to use?
- What kinds of status updates do they post? Could you post similar updates?

## Beef up your LinkedIn profile

Having a presence on LinkedIn is essential for career-minded students and recent grads. Follow these steps to make sure your profile is the best it can be:

- Create a strong profile headline that includes your career aspirations, any major leadership position, and/or industry you plan to enter. Examples: Honors Finance Student at XYZ University; Student Government Secretary, and Pre-Law Student at XYZ.
- Fill the "Specialties" section of your LinkedIn profile with keywords that relate to the kinds of jobs or internships you'd like to attract. Find these words in the job postings that interest you.
- Complete the "Experience" section with internships, substantive volunteer work, freelancing and part-time work. This section is not just for full-time, paid positions.
- Take advantage of LinkedIn apps that will show off your professional work and interests, such as those built for presentation sharing or providing book reviews.
- Collect at least two recommendations. When possible, try to obtain them from people who have directly managed or supervised you. Remind each recommender of the key elements of your personal brand (your biggest accomplishments, your top skills and your professional goals) to make sure their recommendations support the rest of your profile.

## **Add professional elements to your Facebook profile**

These days, there's less of a divide between one's personal and professional selves. For this reason, it's wise to incorporate some professional elements on Facebook and any other personally oriented sites you frequent. You never know when a friend might have a professional lead for you.

- Add your current work information to your Facebook profile.
- Become a fan of pages that relate to your professional interests, such as people, books, professional organizations and companies you admire (or might want to work for someday).
- RSVP to professional events on Facebook (company information sessions, career workshops, professional conferences, etc.) so you can show that you're out there networking—and check out the other attendees before an event.
- As always, make sure your Facebook profile is free of any inappropriate or potentially offensive photos, videos, wall posts, updates or any other elements that might damage the personal brand you're working so hard to build. Even when your privacy settings are tight, you never know who might see your profile.

## **Use Twitter to your advantage**

If you use Twitter, be aware that recruiters and potential networking contacts are all over this growing social network. There are several ways you can use Twitter in a professional way:

- Research if Twitter is a popular medium in the industry you want to join. In certain fields—public relations, politics, tech start-ups, journalism—Twitter is extremely popular and should be part of your personal branding efforts.
- Follow companies and people you admire or would like to meet someday and occasionally reply or re-tweet their messages. You might just get noticed.
- Tweet about events you're attending, books you're reading and articles you find interesting. All of this information contributes to a strong professional reputation.
- If you tweet in a professionally appropriate way, include your Twitter name or profile URL on your LinkedIn profile and/or your email signature line.
- Be careful about tweeting anything inappropriate or too personal. While it may seem that Twitter posts come and go quickly, you never know who might be watching at any given moment.

Source: Excerpted from PwC Personal Brand Week 2.0

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# The Power of a Simple Thank You Note

A simple thank you note after a job interview can wield considerable power and influence, and reflect very favorably on your candidacy for the position. Why? Several reasons:

**1. By sending a thank you note, you show your interviewer common courtesy and respect.** Unfortunately, in our busy and often impolite world, we simply don't acknowledge each other's time, efforts and commitments. In sending a thank you note, you tell your interviewer in no uncertain terms that you appreciate the time he or she has given you. After all, the interviewer had to give up part or all of the day to be with you, and expend effort learning more about you and what you have to offer.

**2. So few job applicants send thank you notes that you automatically stand out if you do.** It's shocking, but the majority of job applicants fail to send thank you notes after their interviews. Why? Who knows? But the bottom line is that you wind up in a position to shine simply by putting forth the effort of sending a note. Strange, but true.

**3. A thank you note gives you an opportunity to reiterate points you made during your interview.** Have you ever left an interview wishing you'd more strongly emphasized a certain skill or experience the employer seemed to be looking for? A thank you note gives you the chance to do just that. After using the first paragraph of your note to thank your interviewer, you can use a brief second paragraph to touch again upon the key points you made in your interview. You can also use a similar strategy to clean up any interview rough spots you might have had, or to expand upon or clarify responses you felt were weak or shaky.

**4. A thank you note lets you make points you forgot to make in your interview.** Sometimes after an interview, you may want to smack yourself on the forehead and say to yourself, "Why didn't I mention...?" This is frustrating, but you can take care of the problem to some degree in your thank you note. Again, perhaps in the second paragraph, you can say something to the effect of "After our discussion, it occurred to me that I forgot to tell you about ...."

**5. A thank you note demonstrates your written communication skills.** In receiving and reading your thank you notes, your interviewer will see firsthand how you handle yourself on paper. You'll be using similar skills every day with the company's potential clients, customers and vendors — so the interviewer will be reading carefully to see how you come across in print. Writing thank you notes isn't terribly difficult or time-consuming. Be sure to follow through, preferably the same day as your interview. It can make a much bigger difference than you might think — perhaps even the difference between the job going to you or someone else.

Source: Peter Vogt, President of Career Planning Resources and Career Coach on Monster.com.

## Information Resources

Arkansas Society of Certified Public Accountants (ARCPA)  
800-482-8739 Toll-free in Arkansas  
501-664-8739  
[www.arcpa.org](http://www.arcpa.org)

Arkansas State Board of Public Accountancy (ASBPA)  
501-682-1520  
[www.state.ar.us/asbpa](http://www.state.ar.us/asbpa)

American Institute of Certified Public Accountants (AICPA)  
888-777-7077  
[www.aicpa.org](http://www.aicpa.org)  
[www.startheregoplaces.com](http://www.startheregoplaces.com)  
[www.thiswaytocpa.com](http://www.thiswaytocpa.com)

Ascend Pan Asian Leaders  
[www.ascendleadership.org](http://www.ascendleadership.org)

Association of Latino Professionals in Finance and Accounting  
(ALPFA)  
213-243-0004  
[www.alpfa.org](http://www.alpfa.org)

National Association of Black Accountants (NABA)  
301-474-6222  
[www.nabainc.org](http://www.nabainc.org)

National Association of State Boards of Public Accountancy  
(NASBA)  
615-880-4200 or 800-CPA-EXAM  
[www.nasba.org](http://www.nasba.org)

# Take Action

## Firms I'm Interested In:

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## Contacts Made:

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Firm Contact Name

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Firm Contact Name

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Firm Contact Name

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Firm Contact Name

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Firm Contact Name

## Resumes Sent:

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Firm Date Sent

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Firm Date Sent

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Firm Date Sent

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Firm Date Sent

## Interviews Scheduled:

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Firm Interview Date

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Firm Interview Date

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Firm Interview Date

**Becker CPA Review Ad**  
**Goes Here**

**In Color**

