

Arkansas Society of CPAs

**2007
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 64 firms listed 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 2,800 members, chances are that your potential employer is a member who will recognize and appreciate your ASCPA professional affiliation. If you are not already a Student Member, please complete and submit the application on page 7.

In addition, the Student Lounge section of ASCPA website at 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 the ASCPA.

Sincerely,

Arkansas Society of CPAs

After six decades,
you get very good at
matching
skilled candidates to
accounting positions.

There's only one recruitment firm with the expertise of Robert Half Finance & Accounting. We've been matching skilled professionals with companies of all sizes and industries for six decades.

Of course you could choose a recruitment firm with less experience. But then again, why would you?

501-221-0099
900 S. Shackleford Road
Little Rock, AR 72211

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ASCPA Memberships and Their Advantages

As a Student Member of the Arkansas Society of Certified Public Accountants (ASCPA), you are likely planning to sit for 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 sit for the CPA Exam at least once each year after graduation.

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

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

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

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

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

As a **Member of the ASCPA**, some of the benefits include:

- A continuously growing number of members-only benefits and services such as discounts on car rentals, printing services, professional publications, and much more.
- The most up to date information regarding the profession from the ASCPA Website at www.arcpa.org; technical and advisory e-mail broadcasts; and ASCPA publications such as the *ASCPA Yearbook* and the *ASCPA Annual Report*.
- 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 and recreational events.

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

APPLICATION FOR STUDENT MEMBERSHIP

Arkansas Society of Certified Public Accountants



11300 Executive Center Drive, Little Rock, AR 72211-4352
Phone 501-664-8739 / 800-482-8739 in Arkansas / Fax 501-664-8320

Name _____
First Middle Last Suffix

Nickname _____ Spouse Name _____

Gender () Male () Female Are you an AICPA Member? () Yes () No

Preferred mailing address () Home () Office

Date of Birth _____ E-Mail Address _____

Name of College or University _____

City / State _____

Class Level (Junior, Senior, etc.) _____

Residence Street Address _____

Residence PO Box _____

Residence City / State / Zip+4 _____

Residence County _____

Residence Phone _____

Firm Name _____

Firm Street Address _____

Firm PO Box _____

Firm City / State Zip+4 _____

Firm County _____

Firm Phone _____ Firm Fax _____

Job Title _____

**PLEASE RETURN THIS COMPLETED APPLICATION FORM
With \$25.00 payment for the Annual Membership Dues.**

By signing this application, I hereby represent to the Arkansas Society of CPAs that I will be bound by the Society's Bylaws and Code of Professional Conduct. I further agree to comply with the rules of ethical conduct contained in the current version of the AICPA publication entitled, "Professional Standards, Ethics, Bylaws, Quality Control," the acceptance of which should not be construed as a denial of the existence of other standards of conduct not specifically mentioned.

Signature _____ Date _____

This Section For ASCPA Use Only:

President _____ Date _____

Secretary _____ Date _____

**Arkansas Accounting Services, Inc.
1521 North Center Street
Lonoke, AR 72086-2101**

Firm Contact: Vicki L. Ingle
Position: Owner
Phone: 501-676-2753
Fax: 501-676-3955
E-mail: aracctsvc@sbcglobal.net

Firm Size: Partners: Total Staff: 3
Will you accept interns? No
Will you accept entry level applicants? Yes

**Arkansas Division of Legislative Audit
172 State Capitol Building
Little Rock, AR 72201-1099
www.legaudit.state.ar.us**

Firm Contact: Ronnie Ridgell
Position: Deputy Legislative Auditor
Phone: 501-683-8600
Fax: 501-683-8605
E-mail: rridgell@lapo.state.ar.us

Firm Size: Partners: Total Staff: 250
Will you accept interns? No
Will you accept entry level applicants? Yes

Beall, Barclay & Company, PLC
3101 South 70th Street
PO Box 10148
Fort Smith, AR 72917-0148
www.beall-cpa.com

Firm Contact: Kevin Fulcher
Position: Human Resource Director
Phone: 479-484-5740
Fax: 479-484-0670
E-mail: careers@beall-cpa.com

Firm Size: Partners: 11 Total Staff: 56
Will you accept interns? Yes
Will you accept entry level applicants? Yes

Bell & Company, PA
4504 Burrow Drive
North Little Rock, AR 72116-7039
www.bellandcompany.net

Firm Contact: Deanna Lovelady
Position: Director of Marketing
Phone: 501-753-9700
Fax: 501-753-3794
E-mail: deanna.lovelady@bellandcompany.net

Firm Size: Partners: 2 Total Staff: 23
Will you accept interns? Yes
Will you accept entry level applicants? Yes

Bell, Foster, Bowman, Fleming, PA
5420 West Markham Street
PO Box 251826
Little Rock, AR 72225-1826
www.bfbfcpa.com

Firm Contact: George Foster
Position: Shareholder
Phone: 501-663-0990
Fax: 501-661-0880
E-mail: gfooster@bfbfcpa.com

Firm Size: Partners: 4 Total Staff: 6
Will you accept interns? Yes
Will you accept entry level applicants? Yes

V. Karl Benson, CPA
52 Meadowview Drive
Texarkana, AR 71854-2444
www.vkb-cpa.com

Firm Contact: Karl Benson
Position: Principal
Phone: 870-772-6088
Fax: 870-722-6088
E-mail: karl@vkb-cpa.com

Firm Size: Partners: 1 Total Staff: 1
Will you accept interns? No
Will you accept entry level applicants? No

Janis Brandon & Company, PLLC
4819 West Sawmill Road
Little Rock, AR 72206-9455

Firm Contact: Janis Brandon
Position: Owner
Phone: 501-888-3111
Fax: 501-888-4442
E-mail: jbrandon@oeccwildblue.com

Firm Size: Partners: 1 Total Staff: 2
Will you accept interns? Yes
Will you accept entry level applicants? Yes

Michael D. Collins, PA
4300 Rogers Avenue
Suite 26
Fort Smith, AR 72903-3152

Firm Contact: Michael D. Collins
Position: Owner
Phone: 479-783-8291
Fax: 479-783-7896
E-mail: mdcollins@aol.com

Firm Size: Partners: 1 Total Staff: 2
Will you accept interns? Yes
Will you accept entry level applicants? Yes

Craft, Veach & Company, PLC
PO Box 13986
Maumelle, AR 72113-0986
www.craftveach.com

Firm Contact: John Craft
Position: Partner
Phone: 501-851-1435
Fax: 501-851-1386
E-mail: craft@craftveach.com

Firm Size: Partners: 2 Total Staff: 5
Will you accept interns? Yes
Will you accept entry level applicants? Yes

Deloitte & Touche, LLP
111 Center Street
Suite 1800
Little Rock, AR 72201-4420
www.deloitte.com

Firm Contact: Debbie Holliman
Position: Office Manager
Phone: 501-370-3600
Fax: 501-375-7817
E-mail: dholliman@deloitte.com

Firm Size: Partners: 1 Total Staff: 23
Will you accept interns? No
Will you accept entry level applicants? Yes

Rodney L. Downing, CPA, PA
PO Box 177
Ash Flat, AR 72513-0177

Firm Contact: Rodney Downing
Position: Owner
Phone: 870-994-2272
Fax: 870-994-2278
E-mail: rodneydowningcpa@centurytel.net

Firm Size: Partners: Total Staff: 4
Will you accept interns? Yes
Will you accept entry level applicants? Yes

Duncan, Messersmith & Associates, Ltd.
1913 Malvern Avenue
Hot Springs, AR 71901-7753
www.hscpas.com

Firm Contact: Robert C. Baker
Position: Manager
Phone: 501-624-7400
Fax: 501-623-6451
E-mail: robert@hscpas.com

Firm Size: Partners: 2 Total Staff: 9
Will you accept interns? Yes
Will you accept entry level applicants? Yes

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

Firm Contact: Ronald S. Echols
Position: President
Phone: 870-246-8991
Fax: 870-246-8999
E-mail: ron@arkadelphiacpa.com

Firm Size: Partners: 4 Total Staff: 2
Will you accept interns? Yes
Will you accept entry level applicants? Yes

EGP, PLLC, CPAs & Consultants
611 Main Street
North Little Rock, AR 72114-5331
www.egpcpas.com

Firm Contact: John Green
Position: Partner
Phone: 501-374-2910
Fax: 501-374-8425
E-mail: jgreen@egpcpas.com

Firm Size: Partners: 5 Total Staff: 27
Will you accept interns? Yes
Will you accept entry level applicants? Yes

Ernst & Young, LLP
5414 Pinnacle Point Drive
Suite 102
Rogers, AR 72758-8959
www.ey.com

Firm Contact: Donald Zimmerman
Position: Managing Partner
Phone: 479-254-6300
Fax: 479-254-6304
E-mail: donald.zimmerman@ey.com

Firm Size: Partners: 3 Total Staff: 38
Will you accept interns? Yes
Will you accept entry level applicants? Yes

Ervin & Company, CPAs, PA
4257 Gabel Drive
Suite 2A
Fayetteville, AR 72703-5004
www.ervincpas.com

Firm Contact: John B. Ervin
Position: Owner
Phone: 479-442-8546
Fax: 479-442-5637
E-mail: john@ervincpas.com

Firm Size: Partners: 1 Total Staff: 7
Will you accept interns? Yes
Will you accept entry level applicants? Yes

Evers, Cox & Gober, PLLC
451 North Washington Avenue
El Dorado, AR 71730-5615
www.ecgcpa.com

Firm Contact: Amy L. Stewart
Position: Partner
Phone: 870-862-9950
Fax: 870-862-8237
E-mail: amys@ecgcpa.com

Firm Size: Partners: 6 Total Staff: 15
Will you accept interns? Yes
Will you accept entry level applicants? Yes

Findley and Findley, CPAs
3414 Old Cantrell Road
Little Rock, AR 72202-1860

Firm Contact: Brian Findley
Position: Manager
Phone: 501-664-8525
Fax: 501-664-2806
E-mail: brianfcpa1@aol.com

Firm Size: Partners: 2 Total Staff: 2
Will you accept interns? No
Will you accept entry level applicants? Yes

S. F. Fiser & Company, CPAs
112 East Emma Avenue
Springdale, AR 72764-4624
www.fisercpa.com

Firm Contact: Jeff Fender
Position: Manager/Recruiting Coordinator
Phone: 479-751-4851
Fax: 479-751-4858
E-mail: info@fisercpa.com

Firm Size: Partners: 1 Total Staff: 16
Will you accept interns? Yes
Will you accept entry level applicants? Yes

Goad & Widner, PLLC
100 East Huntington Avenue, Suite B
PO Box 489
Jonesboro, AR 72401-0489
www.goadandwidner.com

Firm Contact: James W. Goad
Position: Partner
Phone: 870-932-4986
Fax: 870-932-3805
E-mail: jgoad@goadandwidner.com

Firm Size: Partners: 2 Total Staff: 10
Will you accept interns? Yes
Will you accept entry level applicants? Yes

Grier, Reeves & Lawley, PC
3424 Texas Boulevard
Texarkana, TX 75503-3248
www.grlcpa.com

Firm Contact: Rick Lindsey
Position: Vice President
Phone: 870-773-6280
Fax: 903-794-2112
E-mail: rick@grlcpa.com

Firm Size: Partners: 4 Total Staff: 9
Will you accept interns? No
Will you accept entry level applicants? Yes

Hamilton, Cherry, Spradlin & Co., Ltd.
405 North Spring Street
PO Box 310
Searcy, AR 72143-4238
www.hcs-cpa.com

Firm Contact: Mitchell Hamilton
Position: Managing Partner
Phone: 501-268-5353
Fax: 501-268-5351
E-mail: info@hcs-cpa.com

Firm Size: Partners: 3 Total Staff: 10
Will you accept interns? No
Will you accept entry level applicants? Yes

Hanlon & Associates, CPA
950 Hogan Road, Suite 2
PO Box 10774
Conway, AR 72034-0013
www.conwaycpa.com

Firm Contact: Laura Hanlon
Position: Owner
Phone: 501-548-6400
Fax: 501-548-6411
E-mail: laura@conwaycpa.com

Firm Size: Partners: 1 Total Staff: 3
Will you accept interns? Yes
Will you accept entry level applicants? Yes

Joel F. Hawkins, CPA, PA
815 Parkway Street
Conway, AR 72034-5342

Firm Contact: Joel Hawkins
Position: President
Phone: 501-329-6527
Fax: 501-329-8359
E-mail: joel@hawkins-cpa.com

Firm Size: Partners: 1 Total Staff: 4
Will you accept interns? Yes
Will you accept entry level applicants? Yes

L. Allen Herod, CPA, PA
601 TB Highway 71 North
PO Box 1287
Mena, AR 71953-1287

Firm Contact: Allen Herod
Position: President
Phone: 479-394-7830
Fax: 479-394-7832
E-mail: allen.cpa@sbcglobal.net

Firm Size: Partners: 1 Total Staff: 13
Will you accept interns? Yes
Will you accept entry level applicants? Yes

Alissa K. Hollinger, CPA, PA
6213 Father Tribou Street, Suite 3
PO Box 845
Little Rock, AR 72205-3012
www.ahollingercpa.com

Firm Contact: Alissa K. M. Hollinger
Position: Owner/CPA
Phone: 501-588-1090
Fax: 866-810-6640
E-mail: ahollingercpa@alltel.net

Firm Size: Partners: 1 Total Staff: 2
Will you accept interns? Yes
Will you accept entry level applicants? No

**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

Firm Size: Partners: 3 Total Staff: 9
Will you accept interns? Yes
Will you accept entry level applicants? Yes

**Hudson, Cisne & Company, LLP
11412 Huron Lane
PO Box 24320
Little Rock, AR 72221-4320
www.hc-cpa.com**

Firm Contact: Karen Garrett
Position: Personnel Partner
Phone: 501-221-1000
Fax: 501-221-9236
E-mail: kgarrett@hc-cpa.com

Firm Size: Partners: 3 Total Staff: 32
Will you accept interns? Yes
Will you accept entry level applicants? Yes

James & Company, CPAs
5604 Euper Lane
Fort Smith, AR 72903-3236

Firm Contact: Vicki James
Position: Office Manager
Phone: 479-452-6222
Fax: 479-452-1677
E-mail: vjames@james-company.com

Firm Size: Partners: 3 Total Staff: 13
Will you accept interns? Yes
Will you accept entry level applicants? Yes

Johnson & Associates, CPAs, PA
201 South Chester Street
Little Rock, AR 72201-2015

Firm Contact: Denise Wells
Position: Office Manager
Phone: 501-372-4180
Fax: 501-372-1165
E-mail: denise@johnsoncpa.net

Firm Size: Partners: 2 Total Staff: 6
Will you accept interns? Yes
Will you accept entry level applicants? Yes

Jones & Company, Ltd.
501 Southwest Drive
PO Box 1970
Jonesboro, AR 72403-1970
www.jonescpa.com

Firm Contact: Audrey Boggs
Position: Firm Administrator
Phone: 870-935-2871
Fax: 870-935-6374
E-mail: aboggs@jonescpa.com

Firm Size: Partners: 3 Total Staff: 25
Will you accept interns? Yes
Will you accept entry level applicants? Yes

JPMS Cox, PLLC
11300 Cantrell Road
Suite 301
Little Rock, AR 72212-1824
www.jpmscox.com

Firm Contact: Gary Cooper
Position: Partner
Phone: 501-227-5800
Fax: 501-227-5851
E-mail: gcooper@jpmscox.com

Firm Size: Partners: 6 Total Staff: 56
Will you accept interns? Yes
Will you accept entry level applicants? Yes

George T. Kitchens, III, CPA
107 South Main Street
Bentonville, AR 72712-5960

Firm Contact: Faye Kitchens
Position: Senior Accountant
Phone: 479-273-2469
Fax: 479-273-9520
E-mail: faye@kitchenscpa.com

Firm Size: Partners: 1 Total Staff: 6
Will you accept interns? Yes
Will you accept entry level applicants? Yes

Lammers & Associates, Ltd.
300 Exchange Street
Hot Springs, AR 71901-4034

Firm Contact: Marla Lammers
Position: President
Phone: 501-318-0003
Fax: 501-318-0091
E-mail: marla@lammers-cpa.com

Firm Size: Partners: 1 Total Staff: 5
Will you accept interns? Yes
Will you accept entry level applicants? Yes

Little, Shaneyfelt, Marshall & Company
1501 North University Avenue
Suite 600
Little Rock, AR 72207-5264
ismcpas.com

Firm Contact: Chuck Marshall
Position: Partner
Phone: 501-666-2879
Fax: 501-666-5260
E-mail: chuckmarshall@ismcpas.com

Firm Size: Partners: 3 Total Staff: 10
Will you accept interns? Yes
Will you accept entry level applicants? Yes

Mcllroy, Keen & Company, PA
2222 Cottdale Lane, Suite 200
PO Box 7347
Little Rock, AR 72217-7347
www.mkccpa.com

Firm Contact: R. H. Keen
Position: President
Phone: 501-280-0222
Fax: 501-280-9499
E-mail: rkeen@mkccpa.com

Firm Size: Partners: 2 Total Staff: 4
Will you accept interns? Yes
Will you accept entry level applicants? Yes

Ralph McQueen & Company, Ltd.
PO Box 326
Dermott, AR 71638-0326

Firm Contact: Becky Parkerson
Position: Representative
Phone: 870-538-5221
Fax: 870-538-5922
E-mail: rparkerson@inner-works.com

Firm Size: Partners: 4 Total Staff: 10
Will you accept interns? Yes
Will you accept entry level applicants? Yes

Medley & Company, PC
401 West Stephenson Avenue
Harrison, AR 72601-3401

Firm Contact: Sam K. Medley
Position: President
Phone: 870-741-2886
Fax: 309-418-4713
E-mail: skmedley@windstream.net

Firm Size: Partners: Total Staff: 4
Will you accept interns? No
Will you accept entry level applicants? Yes

**Shirley J. Miles, CPA
1113 A Hwy 49 West
West Helena, AR 72390-1713**

Firm Contact: Shirley Miles-Coad
Position: Owner
Phone: 870-572-2266
Fax: 870-572-0099
E-mail: sjmiles@hnb.com

Firm Size: Partners: Total Staff: 1
Will you accept interns? No
Will you accept entry level applicants? Yes

**Miller & Company Accountants and Consultants, PLC
900 South Shackelford Road
Suite 605
Little Rock, AR 72211-3817
www.millercopas.net**

Firm Contact: Mike Miller
Position: Managing Member
Phone: 501-221-3343
Fax: 501-221-7206
E-mail: mikem@millercopas.net

Firm Size: Partners: 2 Total Staff: 8
Will you accept interns? Yes
Will you accept entry level applicants? Yes

Miller & Rose, PA
1309 East Race Avenue
Searcy, AR 72143-4671

Firm Contact: Steaven E. Miller, Jr.
Position: President
Phone: 501-268-8356
Fax: 501-268-9362
E-mail: smiller@miller-rose.com

Firm Size: Partners: 2 Total Staff: 8
Will you accept interns? Yes
Will you accept entry level applicants? Yes

Bill Mitchell & Company PA
905 West Court Street
Paragould, AR 72450-5922

Firm Contact: Bill W. Mitchell, Jr.
Position: Sole Shareholder
Phone: 870-236-4878
Fax: 870-236-6943
E-mail: m-cocpa@sbcglobal.net

Firm Size: Partners: Total Staff: 4
Will you accept interns? Yes
Will you accept entry level applicants? Yes

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

Firm Contact: Cynthia Montgomery
Position: CPA
Phone: 870-222-6005
Fax: 870-222-5819
E-mail: montfirm@allegiance.tv

Firm Size: Partners: 2 Total Staff: 2
Will you accept interns? Yes
Will you accept entry level applicants? Yes

Richard C. Newberg, CPA
6219 Cantrell Road
Little Rock, AR 72207-4212

Firm Contact: Richard C. Newberg
Position: Owner
Phone: 501-663-8257
Fax: 501-614-6392
E-mail: newbergr@aol.com

Firm Size: Partners: 1 Total Staff: 1
Will you accept interns? No
Will you accept entry level applicants? No

Newton, Owen, Boyd & Smoke, Ltd.
800 Main Street
PO Box 6669
Pine Bluff, AR 71611-6669

Firm Contact: Roy M. Boyd
Position: President/Managing Shareholder
Phone: 870-535-1510
Fax: 870-535-1550
E-mail: roymboyd@sbcglobal.net

Firm Size: Partners: 4 Total Staff: 5
Will you accept interns? No
Will you accept entry level applicants? Yes

Terrye B. Northcutt, PA
40 West Main Street
Marianna, AR 72360-2247

Firm Contact: Terrye B. Northcutt
Position: Owner
Phone: 870-295-9999
Fax: 870-295-4677
E-mail: terryeb@sbcglobal.net

Firm Size: Partners: Total Staff: 5
Will you accept interns? Yes
Will you accept entry level applicants? Yes

**Joe E. Pace, CPA
202 West Broadway Street
Pocahontas, AR 72455-3419**

Firm Contact: Joe E. Pace
Position: Sole Proprietor
Phone: 870-892-9436
Fax: 870-892-8549
E-mail: jepcpa@centurytel.net

Firm Size: Partners: 1 Total Staff: 2
Will you accept interns? No
Will you accept entry level applicants? Yes

**Porterfield & Killingsworth, CPAs, PLLC
702 North Main Street
Suite D
Harrison, AR 72601-2920
www.porterfieldcpa.com**

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

Firm Size: Partners: 2 Total Staff: 10
Will you accept interns? Yes
Will you accept entry level applicants? Yes

Prier, Burch & Schermerhorn, CPAs
3828 North Parkview Drive
Fayetteville, AR 72703-6286

Firm Contact: Dan Prier
Position: Managing Partner
Phone: 479-442-6211
Fax: 479-442-6278
E-mail: dan@priercpa.com

Firm Size: Partners: 3 Total Staff: 13
Will you accept interns? Yes
Will you accept entry level applicants? Yes

Przybysz & Associates, CPAs, PC, Inc.
3808 Jenny Lind Road
Fort Smith, AR 72901-7444
www.selectcpa.com

Firm Contact: John L. Przybysz
Position: Principal
Phone: 479-649-0888
Fax: 479-649-9622
E-mail: john.przybysz@gmail.com

Firm Size: Partners: 1 Total Staff: 9
Will you accept interns? Yes
Will you accept entry level applicants? Yes

Rasco, Winter, Abston, Moore & Associates, LLP
400 West Capitol Avenue
Suite 2380
Little Rock, AR 72201-3458
www.rascowinter.com

Firm Contact: Robert M. Winter
Position: Managing Partner
Phone: 501-375-8500
Fax: 501-375-1908
E-mail: winter@rascowinter.com

Firm Size: Partners: 4 Total Staff: 11
Will you accept interns? Yes
Will you accept entry level applicants? Yes

Scruggs, Ridge & Company
2024 Arkansas Valley Drive
Suite 208
Little Rock, AR 72212-4141
www.1040.com/scruggsridgeandco

Firm Contact: Tim Ridge
Position: Partner
Phone: 501-224-7100
Fax: 501-224-7101
E-mail: timridge@sbcglobal.net

Firm Size: Partners: 2 Total Staff: 5
Will you accept interns? Yes
Will you accept entry level applicants? Yes

Shoptaw, Labahn & Company, P.A.
915 West Main Street, Suite B
PO Box 1065
Russellville, AR 72811-1065
www.shoptaw-labahn.com

Firm Contact: John W. Shoptaw
Position: Partner
Phone: 479-967-3600
Fax: 479-967-2131
E-mail: john@shoptaw-labahn.com

Firm Size: Partners: 2 Total Staff: 8
Will you accept interns? Yes
Will you accept entry level applicants? Yes

Stafford & Westervelt, Chartered
800 North 20th Place
Rogers, AR 72756-3497
www.cpasw.com

Firm Contact: Michael Stafford
Position: Partner
Phone: 479-631-1655
Fax: 479-631-1615
E-mail: michael@cpasw.com

Firm Size: Partners: 3 Total Staff: 4
Will you accept interns? Yes
Will you accept entry level applicants? Yes

J.W. Stafford & Associates, Ltd.
1120 Windover Road
PO Box 1514
Jonesboro, AR 72403-1514

Firm Contact: Jesse W. Stafford
Position: President
Phone: 870-935-1091
Fax: 870-935-1312
E-mail: jesse@jwsacpa.com

Firm Size: Partners: 3 Total Staff: 10
Will you accept interns? Yes
Will you accept entry level applicants? Yes

Donna Stephens, Ltd.
2220 Washington Avenue
Conway, AR 72032-2762
www.donnastephens.com

Firm Contact: Donna Stephens
Position: President
Phone: 501-329-7021
Fax: 866-660-1907
E-mail: taxcpa4u@conwaycorp.net

Firm Size: Partners: 1 Total Staff: 8
Will you accept interns? Yes
Will you accept entry level applicants? Yes

John W. Stottman, Jr., CPA, PA
2320 East 16th Street
PO Box 2620
Russellville, AR 72811-2620

Firm Contact: John W. Stottman, Jr.
Position: President
Phone: 479-968-2992
Fax: 479-880-9817
E-mail: john@stottman.com

Firm Size: Partners: 1 Total Staff: 1
Will you accept interns? Yes
Will you accept entry level applicants? Yes

Teaff & Associates, CPAs, PA
210 West 10th Street
Russellville, AR 72801-6034

Firm Contact: Leslie T. Teaff
Position: President
Phone: 479-968-3500
Fax: 479-968-3507
E-mail: leslie@teaffcpa.com

Firm Size: Partners: 1 Total Staff: 5
Will you accept interns? Yes
Will you accept entry level applicants? Yes

Thomas, Speight and Noble, CPAs
420 West Walnut Street
PO Box 205
Blytheville, AR 72316-0205

Firm Contact: Ken Thomas
Position: Partner
Phone: 870-762-5831
Fax: 870-762-5833
E-mail: tsnblykt@swbell.net

Firm Size: Partners: 5 Total Staff: 30
Will you accept interns? No
Will you accept entry level applicants? Yes

L. Cotton Thomas & Company
620 West 3rd Street
Suite 400
Little Rock, AR 72201-2223

Firm Contact: Ron Meyers
Position: Partner
Phone: 501-375-9187
Fax: 501-375-6825
E-mail: ron@lctandcompany.com

Firm Size: Partners: 3 Total Staff: 10
Will you accept interns? Yes
Will you accept entry level applicants? Yes

Debra Thompson, CPA
1400 McLain Street
PO Box 117
Newport, AR 72112-0117
www.dltcpa.com

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

Firm Size: Partners: 1 Total Staff: 2
Will you accept interns? Yes
Will you accept entry level applicants? Yes

J. Michael Vinson, PC
521 West 2nd Street
Corning, AR 72422-2710

Firm Contact: Mike Vinson
Position: President
Phone: 870-857-6221
Fax: 870-857-3939
E-mail: mike@jmvcpa.com

Firm Size: Partners: 1 Total Staff: 3
Will you accept interns? No
Will you accept entry level applicants? Yes

Wilf & Henderson, PC
1430 College Drive
PO Box 5197
Texarkana, TX 75505-5197
www.wilhen.com

Firm Contact: David R. Moore
Position: Partner
Phone: 903-793-5646 ext. 101
Fax: 903-792-7630
E-mail: david@wilhen.com

Firm Size: Partners: 5 Total Staff: 16
Will you accept interns? No
Will you accept entry level applicants? Yes

Williams & Company, PC, CPAs
122 East Broad Street, Suite 201
PO Box 1049
Texarkana, TX 75504-1049

Firm Contact: Nick Williams
Position: Owner
Phone: 903-794-6000
Fax: 903-793-8479
E-mail: nickw@txkcpa.com

Firm Size: Partners: Total Staff: 7
Will you accept interns? Yes
Will you accept entry level applicants? Yes

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The Real Deal on the 150-Hour Education Requirement

What is the 150-hour education requirement?

First-time candidates sitting for the Uniform CPA Examination in Arkansas were required, as of January, 1998, to have completed 150 semester hours of education (including a Bachelor's degree) in order to sit for the CPA Exam and eventually obtain the CPA certification.

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. The 150-hour requirement has become law in 48 of the 54 states and jurisdictions, albeit with varying dates of implementation. The 150-hour requirement is scheduled to be implemented in three additional states by 2009.

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.

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 contact the Arkansas State Board of Public Accountancy (ASBPA) by phone at: (501) 682-1520, if you have any questions.

For more information on the 150 Hour Requirement, visit the Students section of the AICPA website at: www.aicpa.org.

Source: AICPA

Some Frequently Asked Questions on the 150-Hour Education Requirement

Here are some other frequently asked questions regarding the 150-hour education requirement, as posted on the student section of the American Institute of Certified Public Accountants (AICPA) website, at: www.aicpa.org.

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. The requirement can be met in a variety of ways, including extra hours at the undergraduate or graduate level without 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.

Accounting firms will be hiring students with an additional year of education, will this increase the starting salaries?

Accounting firms are adjusting starting salaries in order to attract top students into the profession. This is true even in the absence of an increased education requirement.

Does the adoption of the 150-hour proposal discontinue the experience requirement for new entrants in the accounting profession?

In Arkansas, the education requirement is not a substitute for the one-year experience requirement. A state which adopts the increased education requirement could decide to discontinue or modify the experience requirement. Some states have a reduced experience requirement for candidates who hold a master's degree.

Does the 150-hour requirement create a barrier to minorities and the economically disadvantaged?

Education requirements have not created entry barriers in other professions that require graduate education. Statistics show that a higher percentage of minorities are MDs and JDs than are CPAs. Minority students who plan to go on to graduate education may become attracted to accounting.

The Computer Based (CBT) 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 examination that individuals must pass in order to qualify for licensure as Certified Public Accountants in any of the 55 U.S. jurisdictions (the 50 states, the District of Columbia, Puerto Rico, U.S. Virgin Islands, Guam, and the Commonwealth of Northern Mariana Islands). Effective April 5, 2004, the Uniform CPA Examination was delivered in a computer-based format at Prometric (a technology-based testing company) and state-board authorized test centers across the United States.

The **AICPA** (American Institute of Certified Public Accountants) creates and grades the CPA Examination. **NASBA** (National Association of State Boards of Accountancy) is responsible for maintaining the national candidate database, through which information about all candidates who apply for the examination is channeled. **Prometric** delivers the CPA Examination to candidates at its computer testing centers in the U.S. and its territories. The individual boards of accountancy continue to be responsible for the entire licensing process for CPAs.

The computerized CPA Examination is a 14-hour exam with four sections: Auditing & Attestation (4.5 hours), Financial Accounting & Reporting (4 hours), Regulation (3 hours) and Business Environment & Concepts (2.5 hours).

As of 2006, the examination is composed of **testlets** (groups of 24 or 30 multiple-choice questions) and **simulations** (condensed case studies). Three testlets and two simulations are included in each of these sections: Auditing and Attestation (AUD), Financial Accounting and Reporting (FAR), and Regulation (REG). Business Environment and Concepts (BEC) consists of three multiple-choice testlets only.

The computer-based CPA Examination is offered up to five (sometimes six) days a week, during two out of every three months throughout the year (the "**testing windows**").

A candidate is required to pass all four test sections in order to qualify for a CPA certificate. Candidates may take any of the exam sections individually or all at once during any testing window. However, candidates will not be allowed to take the same section more than once during any testing window.

In most jurisdictions, credit for passed section(s) is retained for 18 months. There is no minimum score requirement for failed sections.

For more information on the computer-based CPA Examination, go to:
www.cpa-exam.org.

Some Frequently Asked Questions About the Computer Based (CBT) Uniform CPA Exam

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

Applications must be obtained from the Arkansas State Board of Public Accountancy (ASBPA). Additional supporting documents are required such as: proof of identity, character reference letters, 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 NASBA website at www.nasba.org/nasbaweb.nsf/exams. 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 test center appointments with Prometric?

Once cleared to sit for the exam, applicants receive a notice to schedule (NTS) from NASBA. Candidates can then contact Prometric and make appointments online via the Prometric web site, 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.)

What are simulations and do I need to learn any special software to complete them?

Simulations are condensed case studies that will test candidates' knowledge and skills using real-life, work-related situations. Each simulation is approximately 30-50 minutes in length and will complement the multiple-choice portion of the examination. CPA candidates are assumed to possess basic computer skills including the use of a mouse and keyboard. They are also expected to know how to use common spreadsheet and word processing functions, including writing formulae for spreadsheets. They must have the ability to use a four-function calculator or a spreadsheet to perform standard financial calculations. In addition, candidates will be asked to use authoritative literature, to answer auditing, accounting and taxation questions, to support judgments, and to create formal audit communications. Written communication skills are incorporated into the simulation portion by requiring candidates to write memoranda, letters to clients, and other communications that an entry-level CPA would write on the job. Candidates are advised to review both the online tutorial and sample tests to become familiar with the format and functionality of the computerized CPA Exam. To access the CPA Examination tutorial and sample tests, go to www.cpa-exam.org.

Are Sarbanes-Oxley and PCAOB tested on the computerized CPA Exam?

The Sarbanes-Oxley Act of 2002 is eligible for testing, but for the present, the Act will only apply to questions specifically directed at Securities and Exchange Commission reporting companies. For all other questions dealing with professional responsibilities, the AICPA standards still apply.

What weights are applied to the computerized Uniform CPA Exam?

Policy weights represent the proportions of total test score for various components of each exam section, these weights are:

- Multiple Choice - 70%
- Simulations - 30% as follows:
 - Objective portion of simulation - 20%
 - Written communication of simulation - 10%

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. The exam is graded one applicant against all of the others taking that section of the exam, so the AICPA must wait to have a sufficient sample to evaluate test results. As of the July/August, 2005 testing window, scores are reported by the AICPA to NASBA in two waves on an accelerated schedule. This means that candidates who test in the first month of a testing window may qualify for earlier receipt of scores, depending on the examination content administered to them, the examination volume and the distribution of examinees within the testing window. Given these factors, it is impossible to tell in advance which candidates and how many will qualify for early score receipt. After the AICPA releases scores to NASBA, NASBA processes them and forwards them to 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 computer-based CPA Exam?

For the most up-to-date CPA Exam information go to www.cpa-exam.org. The site features specific information about exam content, format, grading, and provides links to the AICPA, NASBA, and Prometric websites. Arkansas CPA Examination candidates should also direct any questions about the exam to the Arkansas State Board of Public Accountancy at (501) 682-1520, as many of the parameters, e.g., exam time limitations, recommended for the CBT Uniform CPA Exam are ultimately determined by each individual jurisdiction.

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)

The 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. The State Board of Public Accountancy is responsible for setting rules and regulating the licensure of Public Accountants in Arkansas and assessing penalties for violation of the Accountancy law and the corresponding rules. The State Board of Accountancy has authority in disciplinary matters and may suspend, revoke, reprimand, prohibit or censure an Arkansas certificate, license or permit, or issue fines. The members are appointed by the Governor to serve a five-year term. The State Board 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 (ASCPA)

Arkansas Society of CPAs is a volunteer professional membership organization comprised of CPAs in public practice, industry, government and education. The ASCPA serves over 2,800 CPAs in Arkansas through its educational and professional programs.

The ASCPA represents CPAs in the state 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. The ASCPA is governed by a Board of Directors representing a cross-section of Arkansas CPAs and their concerns. A network of regional chapters, committees, and task forces provide members with a forum to share ideas and expertise, enhance professional growth, and develop leadership abilities. Student members can be active in the Association by attending chapter meetings. Student participation is important to the future development of the Association and the Profession.

The Society conducts 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. The ASCPA works closely with the American Institute of CPAs to enforce the Code of Professional Conduct, the profession's ethics policy.

For more information about the ASCPA, go to www.arcpa.org. To become a student member, complete the Student Membership Application on page 7.

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

How to Find a Great Job

Whether you have just graduated or you are a very experienced accountant, at some point in your career you will be faced with finding a job. There are several ways to do this. Some ways are very pro-active, while others are not. How much effort you put in will directly reflect on the number and quality of the offers you receive. First of all, make sure you have a quality resume to send to companies. Secondly, make sure you prepare for the interview with knowledge about the company, market and industry. Have prepared answers to questions you know every employer will ask, such as: "Why do you want to come to work for us?" Lastly, know where to look for opportunities. Below is information to help assist your focus on where to look for a job.

If you are a new graduate, a great place to start is with your university placement office. They should have a list of the firms and companies that come in throughout the year to interview. They will know what the minimum grade-point averages are needed for each interview, and are able to help guide you through the other requirements. Another source is your instructors. They may know about current openings from former students and other sources.

There are also websites like Monster.com and Careerbuilder.com. Most companies have websites that list their openings. Newspapers often list classified job ads on their websites as well. Newspapers are the most common place to look for a job opening, as well as any trade magazines or newsletters.

You may hear about job openings from your friends, family and former co-workers too. This means you must be proactive in networking to find out about these. Word of mouth announcements can be some of the best possibilities, especially if they are not made public. This reduces the number of people applying for the position.

You can also use recruiters. There are two types of recruiters, those that specialize and those who don't. Look for the ones who specialize in only filling accounting positions. They will have the best chance of helping you.

You should always expect to fill out an application and present a resume at the time of interview. This means you should arrive at least ten minutes early. Make sure you know what you are looking for in terms of salary and when you can start employment. Always follow-up with a hand-written thank you note for the first interview and then send an email thank you for subsequent interviews. Finding a job and having it be the job of your dreams is possible if you just know where to look!

Source: Cori Fetters, CPC, Accounting Recruiter for Accounting Professional Search Services in North Little Rock, Arkansas.

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.

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:**
 - Does each staff person have a computer?
 - What types of programs are used (Spreadsheet, Accounting Software, Depreciation Software, Tax Preparation)?
 - Are all types of tax returns computer generated?
 - Are accounting work papers computer generated?
 - Are the firm's tax library and tax forms available on CD-ROM?
- **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?**

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 (ASCPA)
800-482-8739 Toll-free in Arkansas
501-664-8739
<http://www.arcpa.org>

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

American Woman's Society of Certified Public Accountants
(AWSCPA)
800-297-2721
<http://www.awscpa.org>

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

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

National Association of Black Accountants (NABA)
<http://www.nabasr.org>

National Association of State Boards of Public Accountancy
(NASBA)
<http://www.nasba.org>
615-880-4200

Uniform CPA Examination
800-272-3926
<http://www.cpa-exam.org>

