

Book Keeping

With our experience in bookkeeping, we can help you make the most of your financial management system. Using Quickbooks, we can assist you in setting up your most regular bills so that you never have to think about remembering when to pay them again. If you have customers who get invoiced at the same amount on a regular basis, we can automate those systems too.

We can manage your books on site, or off, depending on your space capabilities and specific business needs.

Our Book keeping services include (but are not limited to):

- Day to day record keeping of receipts, incoming bills, outgoing checks, and deposits
- Preparation of invoices and statements for distribution to clients
- Profit and loss reports on a monthly or quarterly basis
- Monthly reconciliation of bank statements
- Assist you in designing an effective AR/AP process, in conjunction with your accountant
- Preparation, for your and your accountant’s review, of your quarterly and annual Federal and State tax returns
- Assistance in tendering a vendor to properly manage your payroll process
- Advice on where your money is going, and how to manage your cash-flow

With these services, and more, we can help you manage your money effectively, to ensure that you are getting the best value for every dollar you make and spend.