



Remote Bookkeeping Services

Additional Professional Services

Below is a list of additional services we can provide, as we know most small business employees wear multiple hats, we're here to help fill the void. Please keep in mind you must sign up for either bookkeeping or payroll services in order to request any of the additional services listed below.

1. Job Costing

- a. This is primarily used in the construction industry which includes setting up jobs within Quickbooks Online, adding labor costing and any materials/supplies to the costing side in order to provide reports for your business to understand the cost in the service you've provided.

2. Contract Management

- a. Reading and evaluating assigned contracts, drafting and issuing opening letters and change orders; collaborating with project/sales managers to execute contract obligations

3. HR Assistant

- a. Managing Employee File Documentation: annual review/performance appraisals, benefits renewals/review, employee write-up/termination documentation, Creating/updating company policy and procedure handbooks/documentation. Helping company's stay up to date (things change each year with guidelines. These documents should be re-evaluated and updated on an annual basis)

4. New Hire Orientation/Processing

- a. Going through new hire paperwork. Ensuring everything filled out properly. State new hire reporting. Adding information to your payroll company. Background check requests and set up/schedule drug screens through your preferred vendor.

