



Remote Bookkeeping Services

Bookkeeping Options

Below is a list of job duties. The first 5 listed are automatically included in any business interested in our bookkeeping service. The rest are done based on your unique businesses needs.

1. *Record & Categorize transactions*
 2. *Monthly Reconciliations*
 3. *YTD Financial Reports pulled from Quickbooks*
 4. *Provide monthly & quarterly reports pulled from Quickbooks*
 5. *Maintaining accuracy of general ledger*
 6. *AP data entry (entering bills)*
 7. *Journal Entry Accounting*
 8. *Invoicing (AR) Track payments, set up & sent out past due notices through QBO*
 9. *(AP) bill payments (cut checks/online ach/online payments)*
 - a. *This requires dual authorization*
 10. *Billable Expense tracking for invoicing through QB*
 11. *Managing Receipts & Reimbursements*
 12. *1099 Contractor payments & tracking*
 13. *1099 End of year reporting to IRS through QBO only*
 14. *In-house credit applications for customers/clients to obtain credit terms for invoicing*
 15. *Assist your CPA with financial documents needed to file yearly taxes (as requested)*
 16. *Creation/modification of in-house processes/documentation for accounting (bookkeeping)*
 17. *Pay applications*
 18. *SOV/Projection Invoicing*
- As low as \$50.00 per hour

