

NEED HELP GETTING YOUR BOOKS IN ORDER?



**Are you feeling unorganized or frustrated? Are your receipts piling up?
Don't worry ... I can help!**

Being successful means knowing what is working and what is not. It is important for business owners to have an accurate and up to date accounting system to support good decision making, such as when to invest in additional resources, make purchases, hire new staff, open new locations, etc. Leave the book work to a specialist that you can count on. I am trained to use the same financial recording methods as accountants and will ensure your accounts are maintained with a high standard of detail and accuracy. You will receive Income Statement and Balance Sheet reports that will act as a gauge to the financial health of your company and help you make those important decisions about your business.

BENEFITS OF HIRING A BOOKKEEPER

- Outsourcing your bookkeeping is a very smart and cost effective business decision since most companies do not need a full-time bookkeeper. You can save up to 50% by hiring a bookkeeper instead of a full-time employee, and hiring a CPA do the bookkeeping could cost you on average \$150/per hour, whereas I can help you at a fraction of the cost.
- Your business will be ready for tax time. Having your financial information processed throughout the year will make it easier to access and process, and will reduce the amount of prep work that would otherwise be required, resulting in a lower cost at year end to prepare your taxes.
- I will help you get your bills in order, to make sure they get paid on time.
- I can decrease your accounts receivable turnover by invoicing more effectively and quickly. By cutting down on the length of your invoicing cycle, you can get paid faster and increase your cash flow.
- Having a bookkeeper will eliminate the time you spend on bookkeeping. You will get back your valuable time and be able to invest it back into your business instead of on recordkeeping.
- Your financial information will be recorded in a standard way so that accountants can also access it.
- You will gain peace of mind knowing that your financial transactions are recorded to the correct general ledger account, ensuring your income, expenses, assets and liabilities are accounted for properly.
- My job is to minimize and catch potentially costly errors. My expertise means that I will make fewer errors in recordkeeping and be able to spot problems that need to be fixed.

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