



## WHAT WE OFFER:

- ✓ FREE initial consultation
- ✓ Personalized business's payroll and tax services
- ✓ Cost effective solutions tailored to your needs
- ✓ Tax Liability Monitoring
- ✓ Better Control of your business so you can make better financial decisions
- ✓ Confidentiality
- ✓ Year Round Service
- ✓ For your convenience, we will go to you!

### SERVICE

Punctual and accurate work preparation  
Expert and friendly team service  
personalized, courteous  
Customer service

### PRICE

Competitive and tax  
Deductible expense

### COMMITMENT

Quality work  
Satisfaction guaranteed

### TIME IS OF ESSENCE

Visit our website, send an email  
or give us a call.

No company is too small too large  
or too complex. It will be a pleasure  
to meet with you and discuss how we  
can tailor our services to your  
accounting needs.

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[www.finaidspecialists.com](http://www.finaidspecialists.com)



**FINAID**  
SPECIALISTS

### FINAID SPECIALISTS COMPUTERIZED:

- Accounting ■
- Bookkeeping ■
- Payroll ■
- Income Tax Service ■
- Notary Public ■
- Web Pages ■

Phone: 323.617.7765 email: [info@finaidspecialists.com](mailto:info@finaidspecialists.com)  
[www.finaidspecialists.com](http://www.finaidspecialists.com)

We pride ourselves in providing efficient and immediate computerized accounting, bookkeeping, payroll, and income tax services so you can focus on what matters the most, your business!

Services as detailed below:

## ACCOUNTING



- Monthly Profit & Loss Statement
- Monthly Balance Sheet Statement
- Monthly Cash Flow Statement
- Detail accounts activity reports
- Bank/credit card reconciliations
- General ledger
- General journal

## PAYROLL



- Tax calculations and withholding for any pay period
- Payroll checks and direct deposits
- Current quarter an year - to - date
- Employees earnings report
- Specialized reports - hired dates, raises, overtime, etc.
- Workers Compensation reports
- Quarterly Federal and State tax reports
- Annual W2 and 1099, Federal and State reports



## ACCOUNTS PAYABLE

- Tracking of unpaid bills
- Payment scheduling
- Prepare computerized checks
- Aging reports 30, 60, 90 days or any specific periods
- Suppliers listing with year - to - date purchases and owing balance reports
- Annual 1099s & 1096 reports

## ACCOUNTS RECEIVABLE

- Tracking of open invoices
- Aging reports 30, 60, 90 days or any specific periods
- Month - end statements to assist in collection process
- Sales analysis by customer
- Sales & use tax return filing



## BILLING SERVICES

- Computer prepared invoices
- Customer listings including owing balance reports

## INVENTORY CONTROL

- Maintain inventory records by item
- Automatic updates with billing and purchases
- Stock on hand reports, usage and reorder alerts
- Computer prepared invoices
- Computer listings including owing balances

## JOB COST ACCOUNTING

- Track actual costs by task within each job
- Show current period costs and total costs to date
- Measure actual costs to bid or budget
- Reorder alerts

## INCOME TAX PREPARATION



- Individuals
- Businesses
- Sole Proprietors
- Partnerships
- Corporations



### Behind with your books or income tax?

Accounting and payroll for previous years can still be prepared including income tax return filing.

### QuickBooks Accounting Set-up Service

We provide professional Accounting Set-up service for your QuickBooks program. This set-up is **customized to your business needs** and will allow you to operate the program effectively. You can manage your program and produce reports that provide you with exact data concerning your financial status.