

For the
Beginner,
Intermediate
& Advanced
Bookkeeper

Full

Charge

Bookkeeping

Nick J. DeCandia, CPA

Business / Reference

Full-Charge Bookkeeping, *For the Beginner, Intermediate and Advanced Bookkeeper* is powerful - real world and well written. It's a manual that covers all of the terminology, tasks (such as Accounts Payable, Payroll & Payroll Taxes), topics and forms relevant - from the job interview to Financial Statements, and more!

What is a "full-charge" bookkeeper? One who performs all of the bookkeeping tasks of any small business, including payroll taxes and monthly financial statements, with little or no supervision.

Testimonials

"It's fabulous (and I've taken a bookkeeping course)." -C.D., A Former Bookkeeper

"Wow. I'm impressed with the organization of it. - It's very well put together. I can't say enough." -R.N., Preschool Director

"It seems to be quite thorough, which indicates a lot of hard work on your part, GOOD JOB!" -F.S., Engineer

"You've done such a great job giving the step-by-step and providing practical pointers that people would want to have... Very nice work overall!" -D.D., Attorney

"It's good. I think you really have something for the emerging business. And I love the forms." -A.S., Business Owner

"It's really a very good book."
-R.D., Business Owner & Former Administrative Manager

ABOUT THE AUTHOR

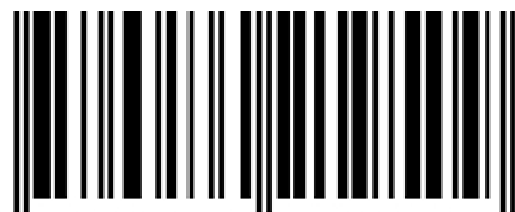
Nick is a nationally published CPA, with extensive bookkeeping, corporate and public accounting experience. With Degrees in Business and Engineering, Nick's written many bookkeeping / accounting procedures for various employers, in addition to the Strategic Finance magazine article, "The New Face of the IRS".



Den Publishing Company

Albuquerque, New Mexico

USA



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