



Service Offerings - Completely Customizable - Flat Rate Services

Bookkeeping

- Accurate financial record keeping
- Monthly reconciliation of accounts
- Financial statement preparation
- Transaction categorization and reporting
- Customized financial reporting tailored to your needs
 - Daily, Weekly, Monthly, Etc.
- Custom KPI's and Reports
- On-Site + Hybrid + Remote

Payroll Services

- Comprehensive payroll processing
- Payroll tax calculations and filings
- Employee pay stub generation
- Direct deposit setup and management
- Year-end reporting and W-2 preparation

Outsourced Controller / CFO Services

- Strategic financial planning and analysis
- Budgeting and forecasting
- Cash flow management
- Financial performance monitoring and reporting
- Compliance and risk management oversight

SecureBooks Program

- Solution for businesses who have a bookkeeper or multiple staff
- We document your bookkeepers processes in detail, on site or remotely
- Provides peace of mind for business owners, knowing "what does our accountant do all day?"
- Build customized recovery plan
 - If bookkeeper(s) suddenly quit, we are ready to immediately step in
- Recurring review of internal bookkeepers work - providing peace of mind against fraud
- Allows for seamless continuation of bookkeeping in an emergency
- No need to make rushed decisions after losing personnel