

## END YOUR PAPERWORK STRESS...

Let our expert help you sort, organize & handle all the mountains of paper that stack up – even for a small business.

## STOP WORKING AFTER HOURS...

Relieve yourself of the stress of a never-ending day. You need time with your family and time to rest. Handling your own bookkeeping after a full workday or after dinner time can be exhausting. Delegate to professionals who have the time and expertise to get it done right the first time.

## WE CAN MAKE YOU MONEY!!

Good financial records put you in control. You will be more profitable since you can react quickly to business challenges and trends. Stop paying late fees and become more competitive.

# Professional Bookkeeping Services

### OUR SERVICES INCLUDE...

- ▶ Payroll Service
- ▶ Payroll Tax Reporting
- ▶ Accounts Receivable
- ▶ Accounts Payable
- ▶ Bank Reconciliation
- ▶ General Ledger
- ▶ Financial Statements
- ▶ QuickBooks™ Computer Training

**BOTTOM LINE IS...WE DON'T COST YOU ANYTHING BECAUSE WE SAVE YOU MONEY!!**

## OUR SERVICES

### Accounts Payable/Cash Disbursements

- ▶ Computerized posting and payment of accounts payable
- ▶ Enter individual detail of manually paid invoices
- ▶ Enter monthly totals of manually paid bills
- ▶ Bank reconciliation of checking account
- ▶ Several reports available

### Financial Statements

- ▶ Balance Sheets
- ▶ Income Statements

### General Ledger/Journal Entries

### Accounts Receivable

- ▶ Originate invoices for you to send to your customers
- ▶ Monthly/periodic statements
- ▶ Collection calls to your customers on your behalf
- ▶ Posting from your detailed sales invoices
- ▶ Posting of monthly totals from your receipts records

### Payroll Services

- ▶ Computing payroll
- ▶ Printing payroll checks
- ▶ Computing tax deposits
- ▶ Writing tax deposit checks
- ▶ Quarterly payroll reports
- ▶ Year-end W-2's, 1099, etc.

### Other Services

- ▶ Send your financial statements to tax preparer
- ▶ Sales tax reporting
- ▶ General ledger/financial statement review of your work
- ▶ Assist in setting up accounting on your office computer
- ▶ Review client-generated books
- ▶ Monthly bookkeeping service
- ▶ Accounting software training and setup

### Job Costing

- ▶ Make sure to track job costing
- ▶ Billing rates – billing enough to cover overhead + profit

## CONSULTATION & TRAINING

Confidential, individual consultations are available to provide you with a wide range of bookkeeping support tailored to your specific personal abilities and particular business needs

- ▶ Develop initial bookkeeping strategies
- ▶ Paperwork & work-flow organization
- ▶ Training & setup for Windows or Macintosh accounting software
- ▶ Arranging personal financial systems file setups, bill paying systems, year-end organization, pretax preparation

Training is an integral part of the service Professional Bookkeeping Services provides. Even with a full charge bookkeeper, business owners still have some paper handling responsibilities. Professional Bookkeeping Services believes in working with you to help you in these areas as well.

- ▶ How to read financial statements
- ▶ Help you interpret your tax preparer's instructions
- ▶ Show you how to save tax preparation fees through organization

### New York Office

12 Desbrosses St. 3rd Floor  
New York, NY 10013  
Tel: 646.206.0177  
Fax: 212.337.8037

E-mail: [wlee@probooksny.com](mailto:wlee@probooksny.com)  
[www.probooksny.com](http://www.probooksny.com)