

Maui Bookkeeping Consultants List of Services

Full Charge Bookkeeper - Services Provided:

- Accounts payable (bills and payments)
- Accounts receivables (invoices and collection)
- Daily General ledger maintenance
- Time tracking & job cost reporting
- Payroll processing
- Expense classification
- Sales commissions
- General Excise and use tax filing
- 1099 Preparation
- Bank account reconciliation
- Credit card reconciliation
- PayPal reconciliation
- Balance sheet generation and review
- Prepare Monthly Financial Statements

Controller and Advisory Services Provided:

- Budgeting & Forecasting
- Financial statement Analysis & custom reporting
- Inventory management
- Work in process (WIP)
- Fixed asset management
- Coordinating with your CPA or tax adviser
- Tax & Audit support
- Strategic Planning
- Systems Evaluation
- Entity Evaluation and Setup