

BookkeeperOffice Service Offered



Location **Arkansas**
<https://www.genclassifieds.com/x-370242-z>

Bookkeeper/Office Service Offered

www.linkedin.com/in/carolaweems

We all know to keep your small business successful, you need to know your financial standing.

There are times when you want to focus on making the money, getting more clients/jobs and you dread the paper work that follows. Yet, you don't need the overhead of someone to be your Office Manager/Bookkeeper as you don't have enough volume for it.

This is where I can be of great service. I can handle your paper work, the accounting, keeping track of your money intake and payout, even help with other paperwork you may need done.

I offer hourly, and flat rate. I have the flexibility to be on call for when you need me, whether it be weekly, bi-weekly, monthly, or when ever it is convenient and needed by you!

I can handle the payroll, payroll taxes, invoicing, accounts receivables and payables. I have the knowledge to help keep you running smooth.

If you need the help I can offer you, or you are just curious on how I can be of service to you, contact me. It won't hurt to see what I can.



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