

# BookkeeperOffice Service Offered



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

Bookkeeper/Office Service Offered

[www.linkedin.com/in/carolaweems](http://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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