

Accountant



Location **Washington**
<https://www.genclassifieds.com/x-441100-z>

Bookkeeping Services for you & your small business.

Hi, I am a full charge bookkeeper working with many small businesses. I can set up your accounting into the Quickbooks program. I have many references also. Call or email me to discuss your needs.

Monthly Specials: I can give you a monthly special rate to take care of all your bookkeeping needs.

- QuickBooks
- Microsoft Excel & Word
- General Financial Accounting / Bookkeeping
- Accounts Receivable
 - Setup & maintain Customer Accounts
 - Create Invoices
 - Post payments to Invoices
- Investigate & resolve discrepancies with Customers
- Setup Item Codes
- Accounts Payables
 - Setup & maintain Vendor Accounts
 - Review Vendor Invoices for accuracy and approval
 - Enter Invoices into Accounts Payable System

Generate Checks to pay Invoices				
Payroll				
Chart of Accounts setup & maintenance				
Bank Reconciliations; Credit Card Reconciliations				
Financial Statements preparation: Profit & Loss, Balance Sheets				
Cash Flow Management---responsible for monitoring and transferring funds between Accounts				

Prepare Sales Tax Returns	https://www.irs.gov/individuals/41100-z
Process Forms 1099s & 1096	https://www.irs.gov/individuals/41100-z
Evaluate & Analyze Business & Accounting Operations	https://www.irs.gov/individuals/41100-z
Communicate & coordinate with	https://www.irs.gov/individuals/41100-z



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<https://www.governmentdocuments.com/x-44-100-z>

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https://www.governmentclassifieds.com/x-4-4110e-z-1896

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<https://www.genclassifieds.com/x-41100-z>

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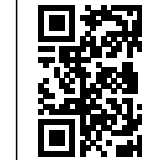
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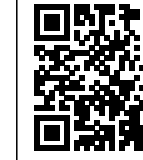
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