

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 Reconciliation; Credit Card Reconciliation
- Financial Statements preparation Profit & Loss / Balance Sheets
- Cash Flow Management---responsible for monitoring and transferring funds between Accounts
- Prepare Sales Tax Returns
- Process forms 1099s & 1096
- Evaluate & Analyze Business & Accounting Operations
- Communicate & coordinate with

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