

## Small Business Bookkeeper (Burlington)



Location

**Vermont**

<https://www.genclassifieds.com/x-462213-z>

20 years experience with small businesses all over the East Coast. I am quick, fun to work with and capable. Can work on site or remotely. Excellent references. Hourly rate \$30.00

Services include:

Quickbooks set-up

Bank & Credit Card Reconciliations

Payroll, Payroll Tax Deposits, Quarterly Taxes

Liaison with your CPA/Tax Preparer

Get books caught up for taxes

Invoicing, Accounts Receiveable

Bill Paying, Accounts



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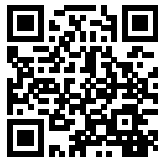
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