

Part time bookkeeper, QuickBooks Specialist (Portland)



Location **Oregon**
<https://www.genclassifieds.com/x-700270-z>

I have been doing bookkeeping for 20 years. You can come to me, or I can travel to your office (or home) for part-time on site bookkeeping services.

~ I can setup QuickBooks for you, customized for your specific business.

~ I consider it my job to help you be as stress free as possible, so you can concentrate on your business and be successful without worrying about the books.

I can handle your bookkeeping tasks such as

Invoicing/Accounts Receivable
 Bill paying/Accounts Payable
 Categorizing
 General ledger
 QuickBooks set up
 Payroll/payroll tax deposits/quarterly reports
 Sales tax/sales tax deposits/quarterly reports
 Bank & credit card reconciliation
 Financial statement/reports
 Liaison with your CPA/tax preparer
 Prepare personal taxes

I operate as an independent contractor.

Please contact me at if you are interested. Let me know you for more details on craigslist. Please call me.



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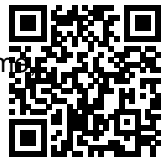
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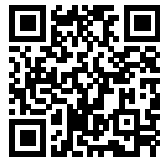
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