Need Help With Bookkeeping Tasks?

The amount of paperwork involved in running a business can be daunting. That's why many business owners have found relief by outsourcing certain bookkeeping functions.

Are you buried in paperwork? Running a small business requires expertise and a level of commitment that only you can bring to the table. But as you've probably discovered, there is a mountain of paperwork that comes with the territory. Among other things, bills must be paid and your checkbook must be reconciled on a timely basis.

You have three basic choices:

⁻ You can complete these tasks yourself, although it means taking precious time away from actually running your business.

⁻ You can hire a bookkeeper to take care of the tasks in-house. But you'll have to provide office space, pay wages plus fringe benefits, and find the time to oversee the bookkeeper's work.

⁻ Or... you can choose a better way. Many business owners rely on professionals to administer their accounts payable, keep their checking accounts in order and handle other bookkeeping chores.

Here are some of the tasks we can do:

⁻ Ensure that bills are checked for accuracy and paid by or before their due dates to keep you in good standing with your vendors.
⁻ Keep track of payment terms and make sure you pay within the discount period so you get the lowest price available.
⁻ Handle vendor calls, and alert you to possible problems.
⁻ Monitor sales tax charged (or not charged) by vendors.
⁻ Keep your checkbook up-to-date.
⁻ Reconcile your checking account with your bank on a monthly basis so you always know what is available to you.

Contact ASAP Accounting and Payroll to find out all the ways we can help your business operate more smoothly.

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