**Services**

As a business owner, you work hard every single day. Whether it’s managing your employees, overseeing your company’s day-to-day operations, or generating new ideas, you don’t have much time left over to deal with the financial side of your business. Even if your cash flow is good, are you sure you’re maximizing your profits? Are you paying estimated taxes on time? Are you complying with federal and state payroll or sales and use tax?

**We’re committed to your success. Take a look at our services below or contact us today and find out how our services benefit your bottom line.**

[**Small Business Accounting**](https://samples.cpasitesolutions.com/sample676/smallbiz.php)  
As a small business owner, you have more important things to do than to keep your own books. We take care of your books for you, so you can get back to the job of running your business and generating profits.

**Here’s what we do for you:**

* Generate reports and analyze financial data
* Prepare budgets
* Accounting systems set-up, Chart of Accounts and General Ledger
* Internal controls for fraud prevention
* Quarterly, monthly, and annual financial statements
* Sales and Use tax processing
* Profit statements and balance sheets
* Custom financial reports

[**Bookkeeping Services**](https://samples.cpasitesolutions.com/sample676/bookkeeping.php)  
Accurate bookkeeping is essential to your company's long-term viability. Experienced, affordable, and reliable, we serve a variety of industries and clients.

**Here’s what we do for you:**

* Accounts payable (entry, bill paying)
* Accounts receivable (entry, invoicing, deposits, collection)
* Bank Reconciliations
* Bookkeeping clean up
* General ledger
* Tax forms (1099s, 1096)
* Payroll processing

[**Payroll**](https://samples.cpasitesolutions.com/sample676/payrollservice.php)  
We offer payroll solutions that meet your business's needs and enable you to spend time doing what you do best--running your company.

**Here’s what we do for you:**

* Direct Deposit and Electronic Fund Transfer (EFT)
* Payroll checks printing
* Payroll tax compliance, e-filing, tax payments
* Payroll reporting by employee or department
* W-2, W-3, and 1099 processing
* User-friendly, and easy to understand monthly, quarterly, and annual payroll tax reports

**Services for QuickBooks**

When you use accounting software like QuickBooks, you'll have more time to focus on what you do best, which is run your business. Instead of searching through your filing cabinet or that stack of manila file folders piled high in the corner of your desk, you can quickly find the information you need using the search function and entering keywords. You can even search from your mobile, laptop, or your tax preparer's office if you're using cloud-based accounting software.

We understand that the decision to switch to a new accounting system can be a difficult one. But once you've made the decision, we're here for you every step of the way.

**What we do for you:**

* **Set up and customization** - After we set up your QuickBooks software, we help you customize it specifically for your business - including integrating third-party invoicing or bill pay software.
* **Employee Training** - Provide personalized training for you and your employees at your location or ours.
* **QuickBooks Review** - Review, sort and process monthly or quarterly transactions, reconcile the general ledger and all accounts and prepare required reports.
* **Periodic Tune-ups** - We are available to perform periodic reviews of your QuickBooks system reviewing transactions and cleaning up and organizing your bookkeeping system.