

# 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 Reconciliations; Credit Card Reconciliations

Financial Statements prepared Profit & Loss Statement, Sheets

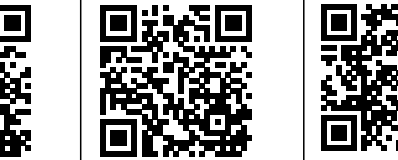
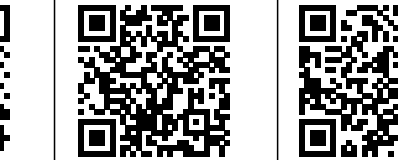
Cash Flow Management---responsible for monitoring and transferring funds between Accounts

Prepare Sales Tax Returns

Process forms 1099s & 1096

Evaluate & Analyze Business & Accounting Operations

Communicate & coordinate with



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