

BOOKKEEPING SERVICES

To compliment the accounting and taxation services we already provide, we are now providing bookkeeping services at a competitive cost of \$90.00 per hour + GST, completed by highly experienced and qualified accountants.



We can perform all or some of the tasks listed below:

List of bookkeeping services

- Accounts receivable - invoicing and customer payments
- Accounts payable - supplier processing (including creation of payment files for you to make batch payments to your suppliers)
- Monthly bookkeeping and bank reconciliation
- Payroll processing (including superannuation reporting)
- Management reporting
- Ongoing training and advice

How we can help you

- Take on your day to day bookkeeping tasks
- Bring your bookkeeping up to date if you are behind
- Streamline your accounting processes to save time and money
- Communicate with the Tax Office to take the pressure off you
- Provide support to your accounts staff
- Keep you up to date and create active tax planning opportunities
- Reduced end of year accounting costs as your system is consistently up to date and with more accuracy
- Advise on the best software option for your circumstances

Please let us know if you would like to discuss any of these services in more detail or require more information about any of them.



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