

Virtual Bookkeeper

As your business grows, so do the accounting transactions that you have to keep track of. If you are finding that entering transactions accurately is not as easy as it once was, we can ease that burden. We can help you free up your time and increase the reliability of your financial data, which is necessary for the optimal performance of your business. The transactions we can help you with include:

- Balance and maintain accurate ledgers
- Preparing customer invoices, collecting customer payments and managing cash deposits
- Entering vendor bills and processing vendor payments
- Updating credit card transactions in the general ledger
- Recording payroll entries to the general ledger

