

A to Z Helpers, LLC

(210) 889-2836

www.AtoZHelpers.com

Bookkeeping Services for Business

Full Charge Bookkeeping

- Accounts Receivable
- Billing
- Cash Receipts
- Accounts Payable
- Payroll
- Check Writing
- Annual 1099 Reports
- Monthly Sales Tax Payments & Reporting
- Work with Accountant



Full Financial Reports

- Balance Sheets
- Income and Expense Report
- POS Reports
- Misc. Reports as needed

Payroll

- Process Standard, Bonus/Commission and Additional Payroll
- Check Printing
- Federal and State Payroll Taxes and Payments
- Maintain Employee Files
- Maintain Employees in POS System
- Quarterly Form 941 and Annual Form 940 Federal and State Payroll Tax Forms a
- W2s and Year-end Reports
- Standard, Custom and Government Ordered Employee Deductions
- State & Federal Unemployment reporting compliance
- Electronic Payment of Federal and State
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Account Reconciliations

- Bank Statements
- Credit Card Statements
- General Ledger Accounts
- Inventory Reconciliations
- Reconcile POS Reports to the General Ledger

Point of Sales Software

- Assist with POS Matters
- Review POS Items as needed
- Reconcile POS Reports

Aging Reports

- Accounts Payable
- Accounts Receivable

Additional Business Services

Administrative Services

- Open & Sort Mail
- Keep Office Organized
- Maintain Office & Printer Supplies
- Other Administrative Duties as needed

Social Media Marketing

- Manage Emails
- Manage Social Search
- Manage Social Networks

Website

- Manage Emails
- Manage Updates as needed
- Manage Search Engines