

**ACCOUNTING SENSE**  
ACCOUNTING FIRM

# VIRTUAL BOOKKEEPER

Access to financial clarity and the support you need to concentrate on your core strengths.



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## Are you feeling overwhelmed by managing your business's finances?

Our virtual bookkeeping services are here to alleviate that burden, providing you with the financial clarity and the support you need to concentrate on your core strengths and expand your business.

At **Accounting Sense, Inc.**, we understand that keeping your financials in order is crucial for the success and stability of your business. That's why we offer a full suite of virtual bookkeeping services designed to manage every aspect of your financial operations remotely.

### Our Goal

To ensure your books are accurate, up-to-date, and compliant with all relevant regulations, allowing you to make informed decisions and plan for the future with confidence.



## ▶ OUR SERVICES INCLUDE

### Data Entry and Record Keeping

Inputting financial transactions into accounting software.  
Maintaining accurate and up-to-date financial records

### Bank Reconciliation

Comparing and matching the company's financial records with bank statements to ensure accuracy.

### Financial Reporting:

Generating financial statements such as profit and loss statements, balance sheets, and cash flow statements.  
Providing insights and summaries of financial health.

## ▶ Why Choose Our Virtual Bookkeeping Services?

By choosing Accounting Sense, Inc. you are opting for a partner who is dedicated to your success.

We handle the complexities of financial management with precision and care, ensuring compliance with all regulations and providing you with the tools you need to make informed decisions.

### Additional Services

#### ▲ Accounts Payable and Receivable

- Managing outgoing bills and payments.
- Tracking incoming payments and ensuring they are recorded properly

#### ▲ Expense Tracking

- Monitoring and categorizing expenses.
- Identifying areas for cost-saving.

### ▲ Invoicing

- Creating and sending invoices to clients.
- Following up on overdue invoices.

### ▲ Payroll Processing

- Calculating employee wages.
- Ensuring timely payment of salaries and wages.
- Managing payroll taxes and deductions.

### ▲ Budgeting and Forecasting

- Assisting in the creation of budgets.
- Providing financial forecasts based on historical data.

### ▲ Tax Preparation Assistance

- Organizing and preparing documents for tax filing.
- Collaborating with tax professionals to ensure compliance.

### ▲ Compliance and Audit Support

- Ensuring that financial records adhere to laws and regulations.
- Preparing for and assisting with audits.

## REACH US OUT

We are ready to grow your business and help you be the best one.

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