

SMALL BUSINESS BOOKKEEPING SERVICES

Accurate, reliable and professional computerized bookkeeping

Services we offer:

- On-site or Off-site Bookkeeping
- **Data Entry** - Post journal entries and reconcile accounts, maintain general ledgers and prepare trial balance of books.
- **Bank statement reconciliation** - Keep financial records and establish, maintain and balance various accounts.
- **Accounts Payable** - Calculate and prepare cheques for bill payments and outstanding invoices.
- **Accounts Receivable** - Monitor and issue invoices for services rendered.
- **Government Remittances** - Complete and submit remittance forms HST, EHT, Source deductions, workers' compensation forms (WSIB), T4, T5018 and any other required government documents.
- **Payroll** - Prepare employee payroll via Direct Deposit or manual cheques - ADP, Ceridian, Quickbooks payroll.
- **Financial Statements** - Prepare statistical, financial and accounting reports.
- **Business Planning** - assist in annual budget preparation and cash flow projections.
- **Accounting system setup** - Quickbooks software installation, setup chart of accounts and customization of forms and reports.
- **Filing** - Organizing of all business documents

Looking to replace your existing bookkeeper?

Behind on keeping your financials up to date?

Tired of doing it all your self?

Suffering from Government late filing penalties?

HOW WE CAN HELP YOU

We provide accurate, reliable and professional computerized bookkeeping services tailored to meet your business needs.

We have almost 20 years of experience in small business bookkeeping. We have been business owners ourselves, and have owned a number of different businesses, so we understand what it takes to manage and run a business.

We will maintain a complete set of books, keep records of accounts, verify the procedures used for recording financial transactions, and provide personal bookkeeping services.

Let us take care of your financial paperwork so you can get back to doing what you do best....running your business.

Serving: Milton and surrounding areas (Mississauga, Oakville, Burlington, Waterdown, Georgetown, Acton)

Additional services we offer includes:

- Business Incorporation - Incorporate your business to protect yourself and your personal assets
- Business Insurance - Key person and Commercial lines
- Group Health Benefits and Pension Plans.
- Arranging various types of financing such as small business loans, factoring, equipment leases and commercial mortgages.
- Writing business plans.
- Basic website development.



www.nrbusiness.ca

DON'T DELAY CALL US TODAY!

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