
GABRIELA VELA



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ACCOUNTING, BOOKKEEPING
FOR SMALL BUSINESSES

PRESENTATION

ACCOUNTING SERVICES

- Establish and balance bank accounts, make general entries, adjustments
 - Keep Financial records organized and confidential
- Maintain general ledgers and prepare financial statements
 - Analyze, post revenues and expenses
 - Match invoices to payments
- Ensure deposits are posted correctly to the bank and transactions are clear properly
- Classify, update and reconcile bank accounts, credit card & merchant statements
 - Accurately enter record and review all financial data
- Develop monthly financial statements including cash flow, profit and loss, balance sheet, employee earning, etc

TIME & LOCATION

Work will be performed remotely, accessing QuickBooks Online, Desktop remotely, Xero or any accounting software provided.

RATES AND ESTIMATE TIME OF COMPLETION

Estimate time of completion depending on the size of the company, transactions made daily and numbers of employees.

BEST BOOKKEEPING FOR SMALL BUSINESS

- ~ Accuracy, courteous and professional attitude
 - ~Meet deadlines in a timely manner
 - ~Attention to detail
 - ~Organize & Confidential
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