

# COUTURE BOOKKEEPING, LLC

CONTRACT BOOKKEEPER FOR SMALL  
BUSINESSES AND INDIVIDUALS



*With over 18 years of experience, my money saving service is designed to enhance and support small businesses and individuals.*

- ❖ Member of the American Institute of Professional Bookkeepers
- ❖ Member of the American Association of Daily Money Managers
- ❖ Mastering Quickbooks Certified



**Couture Bookkeeping, LLC**  
Small Business Bookkeeping & Personal Money Manager

I provide an accurate, timely and reliable bookkeeping service. Services are conducted on or off-site, on a part-time contracted basis. My help is ideally suited for small businesses whose workload and budget do not justify a fulltime bookkeeper. I can also assist individuals who need help managing their day to day finances.

I can help with all or part of your record keeping, bill paying, filing, paperwork processing and report generation. Accounting software I have experience with include Sage Business Works, Peachtree, MYOB, Quicken, CountAbout, Wave and QuickBooks.

Some of the day-to-day, and week-to-week routines I can help with include:

- ❖ Accounts Receivable & Accounts Payable
- ❖ Billing
- ❖ Cash & Deposit Management
- ❖ Payroll Service Coordination
- ❖ Checkbook & Bank Statement Reconciliation
- ❖ Month End & Year End Reporting

***Please contact me to customize my service to meet your needs.***



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