

414 Accounting & Business Services

For such a time as this...



Angie D. Barnes-Murchison

Owner

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209.274.4456 office

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Accounts Receivable & Accounts Payable

Setup and Management of customer and vendor database; prepare invoices to customers; record vendor purchases; book receipts, schedule payments; clean-up and reconcile A/R & A/P account balances for accuracy.

Payroll

Setup and Management of employee payroll; Review and calculations of time sheet hours, deductions, Vacation, sick and personal day accrual tracking; New hire file creation and reporting; Payroll processing of checks and direct deposits; Preparation of all required Federal and State deposits.

General Ledger

Create and maintain Chart of Accounts; Record daily and monthly transactions; Reconcile bank, credit card and loan accounts; Customize reporting, Balance Sheet, Profit & Loss, Job Costing; Monthly and Year End closing; Work with your CPA and/or Tax Preparer.

Budgeting and Cash Flow Estimates

Review and projection of income and expenses; Monthly updates for review and adjustments.

Tax Return Filings

Preparation and filing of 941, W-2, W-3, 1099, 1096, State payroll and sales tax forms.

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Free Consultation
Pick Up and Delivery
Service

