



## **Objective**

To provide bookkeeping services to small and medium size businesses that provide the business owners and managers with accurate and timely accounting records along with government remittance and other related activities.

## **Knowledge**

Solid understanding of accounting principles. Highly knowledgeable on bookkeeping functions. Very proficient with the use of bookkeeping software (QuickBooks Pro 2010 with Payroll subscription).

## **Services Offered**

My bookkeeping services are segmented into:

- Day-to-day activities, possibly being on location at the client's office.
- Monthly service focused mainly on compiling and organizing all accounting transactions and preparing the monthly financial statements for your business review.
- Year-end service to provide accounting information requested by the External Accountant who prepares the financial statements and corporate tax returns.  
→ This service provides your business with a clean and organized package to hand over to the External Accountant with all the proper documentation that is required.

I offer core bookkeeping duties to handle:

- Sales invoices.
- Monthly statements to customers.
- Accounts receivable collections.
- Accounts payable.
- Cheque runs.
- Payroll.
- Inventory accounting.
- Government remittances.
- Monthly bank reconciliation.
- Monthly interim financial statements.
- Foreign currency transactions.

Other related services are available upon request, including:

- Setting up accounting and bookkeeping software.
- Managing electronic backup of your accounting records.
- Customizing invoices & letter heads for your business.
- Arranging Internet remittances and submissions to CRA.
- Arranging Internet payment capabilities.
  - Sending payments to vendors.
  - Processing payments from customers.
- Copywriting for your business.
  - Business letters.
  - Advertising and promotional material.
  - Web site content.

## **My Background**

I have a professional background in the telecommunications industry developing and managing software for telecom networking products. I hold a Bachelor of Science in Computer Science degree. My resume for my previous professional work can be found online at <http://igtsoft.com/david/resume.html>.

I have been a small business proprietor for the past several years engaged in software business ventures. I was engaged in all aspects of creating and operating my business including design, development, testing, marketing and promotion. See <http://igtsoft.com/david/stp.html> for an example.

During my years of running a sole proprietorship business, I did bookkeeping to maintain my financial information, including tracking time spent on client work. I used my accounting records to claim business expenses in my personal income tax returns.

## **My Bookkeeping Business**

Beginning in mid 2009, I started self-learning on accounting and bookkeeping with the objective to offer bookkeeping services as a contractor. I am experienced in the use of QuickBooks for maintaining accounting information. I am familiar with Simply Accounting software, although I have not used it recently.

My self-learning involved studying books on accounting principles and bookkeeping, researching government documents for remittances (GST, PST, income tax, CPP, EI), performing bookkeeping exercises for various areas such as inventory control and payroll plus multi-currency transactions.

I have access to two mentors who are currently practicing professionals in the accounting and bookkeeping business. I gain practical working knowledge from them. I

consult them when problem solving different scenarios. And they give me a heads-up on industry changes such as the HST in Ontario (July/2010). **Their names are available for reference upon request.**

### **My client experience includes**

- Restaurant business.
- English/French Language Training school.
- Tim Hortons & Wendy's.
- Masonry business.
- Property Management rental business.
- Non-surgical Cosmetic Treatment clinic.

### **Why I would be an excellent bookkeeper for you**

- ❖ I have exemplary skills in the use of the computer and software tools.
  - QuickBooks – expert user of full feature set.
  - Microsoft Office: Outlook, Word, Excel.
  - Advanced Excel features such as pivot tables.
  - Visual Basic programming for Excel and Word macros.
  - Highly effective on the use of the web to obtain information.
- ❖ I am highly organized with an eye for detail.
- ❖ I am committed, reliable and accountable.
- ❖ I produce results with excellence and quality.
- ❖ I am a problem solver.
- ❖ What I don't know, I research and get answers.
- ❖ I possess excellent verbal and written communications skills.

**Your books will be balanced.**

**Your accounts will be reconciled.**

**I focus on ensuring information and records are complete.**