

TYPICAL SCOPE OF SERVICES

Sales and Cash Receipts

- Record weekly sales and tender transactions
 - Weekly cash receipt reconciliations and bank deposit verifications
 - Review cash handling procedures
- Record sales tax in accounting system and involved in preparing and/or submitting returns

Accounts Payable

- New vendor setup
- Set up and maintain recurring payments (rents, insurance, etc.)
- Accounts Payable (invoice) data entry and credit memo processing
- Provide Accounts Payable aging report on a weekly basis or other agreed interval
- Review selected vendor statements as needed
- Perform annual 1099 reporting
- Administer vendor inquiries
- Enter manual checks into accounting system
- Record paid outs and other expenditures

Payroll

- Implement and configure payroll system
- Maintain current employee personnel information (hire dates, wage, withholdings, etc.)
- Process employee change of status (raises, new hires, promotions, job code changes, terminations, transfers, etc.)
- Payroll-related processing (benefits, garnishments, unemployment claims, vacation/sick)
- Review payroll and payroll data processing
- Assist with issuance of manual paychecks (i.e., lost checks and terminations)
- Field employee payroll questions from employer and employees
- Ensure year-end W-2s are issued and related report is filed

General Ledger

- Develop a closing schedule to ensure on-time closing for client and PURE
- Post recurring entries
- Monitor and reconcile accrual and prepaid accounts (i.e., management bonuses, straight-line rent, TI amortization, insurance, utilities, tax, gift cards, vacation, known accrued expenses)
- Prepare weekly prime cost flash report
- Prepare period-end financial statements (income statement and balance sheet)
- Perform reconciliations of bank accounts, credit card accounts and balance sheet accounts

- This is a partial list. A full list will be negotiated.