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Affiliate of Sawyer's Accounting Management



Accounting, Computer
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Accounting & Office
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- √ Church Administration
- √ Financial Statements
- √ General Ledger / Journals
- √ Payroll Processing
& IRS / State Payroll issues

Complete Tax Services:

- √ Sales Tax and Use Tax
- √ Income Tax (individual/business)
- √ Bankruptcy Assistance
- √ New Business Start-ups
- √ IRS / State Tax Problems

Small Office Support:

- √ Office Organization & Training
- √ Bookkeeping / QuickBooks and etc.
- √ Accounts Receivable & Payable
- √ Check Writing & On line bill pay
- √ Computer / Software training

Secretarial Services:

- √ Office Organization
- √ Correspondence
- √ Data Entry
- √ Special Projects

Management:

- √ Business Planning / Consulting
- √ QuickBooks Training, Setup and
Record Cleanup - (2009 to current)
** Office Procedures / Administrative
- √ Budget / Insurance Reviews
- √ Marketing & Website Review
- √ Small Business Applications

Professional Organizations Membership:

- ☞ Arizona Society of Public Accountants
- ☞ National Society of Practicing Accountants
- ☞ National Society of Tax Professionals
- ☞ National Association of Tax Professionals
- ☞ National Society of Enrolled Agents
- ☞ Arizona Small Business Association
- ☞ Community Project Involvement
- ☞ Minority Women Owned Business Directory
- ☞ Central Arizona Better Business Bureau
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