

## Overview

OCA offers Virtual Bookkeeping Services for small co-ops requiring professional support. We can work with you to provide the services your co-operative needs to run a smooth operation, so you can worry less about the financial management and bookkeeping.

### SERVICE INFORMATION

**Location: Virtual**

**Time: 3 - 10 hours/week**

**Cost: \$45/hour**

**Commitment: Minimum 3 months**

## Bookkeeping & Payroll Services Offered

**Payroll** - Arranging and running biweekly payroll, payroll tax calculations and maintenance of employee records including vacation payable, staff benefits, and sick days.

**Accounts Receivable** – Preparing invoices and sending them to customers electronically, maintaining customer relations by communicating customer account statements and payments.

**Accounts Payable** – Entering the suppliers' information and bill/expense transactions in QuickBooks.

**Journal Entries** - Posting journal entries and reconcile accounts, organizing year-end procedures.

**Reconciliation** - Performing bank, credit card and customer account reconciliation.

**Financial Statements** - Preparing monthly financial statements and providing financial information to management by researching and analyzing accounting data.

*The Services may also include any other tasks which both Parties agree on in advance. If additional special projects are required, the Contractor and the Client will discuss and draft a separate contract or amend this one.*

## Request a Quote



support@ontario.coop

**Please email us at support@ontario.coop and include “Bookkeeping” in the subject line.** Please include a summary of the services you require and estimated start-date.