

Elevate365: Outsourced Accounting & Advisory Services



01

SERVICE LEVEL

Advanced Bookkeeping

- QuickBooks Online (QBO) Dashboards
- Cash Basis Monthly Transaction Entry
- Credit Card Transaction Entry
- Bank Reconciliations
- Credit Card Reconciliations
- Payroll Processing
- Payroll Tax Filing
- Sales Tax Filing
- 1099 Reporting
- Billing / Invoicing

[Request Quote](#)



02

SERVICE LEVEL

Monthly Accounting

- QuickBooks Online (QBO) Dashboards
- Accounts Payable Entry & Bill Payments
- Accounts Receivable Entry
- Expense Reporting
- Journal Entries & General Ledger Maintenance
- Fixed Asset & Depreciation Tracking
- Month End Close
- Financial Statement Preparation & Analysis
- Job Costing
- Department / Location / Class Tracking
- Inventory Reconciliation

[Request Quote](#)



03

SERVICE LEVEL

CFO / Controller & Advisory Services

- Cash Flow Forecasting
- Financial Projections
- Budgeting & Budget Vs. Actual Reporting
- Customized Dashboard & KPI Development
- Process & Procedure Documentation & Implementation
- Internal Control Structuring
- Audit Preparation & Liaison with Audit Firm
- Liaison to Legal Council & Banking Representatives

[Request Quote](#)

Additional Services:

- Accounting Technology
- QuickBooks System Design & Optimization
- Union Reporting
- HR Services
- Retirement Plan Administration
- Valuation & Transition Planning
- Multi State Checkups
- Tax Planning & Preparation

Outsourced Advisory & Accounting Services

We'll build a customized accounting package for your business based upon current needs and anticipated growth. We can do all of the work for you, or simply assist your in-house staff.

Porte Brown prices its Bookkeeping, Accounting and CFO / Controller Services based upon the number of transactions as well as the complexity of the month-end close including number of balance sheet accounts to be reconciled and the complexity of the reporting package.

**All Porte Brown QBO Clients
get a FREE dashboard!**

Build a package that works for you at:

www.portebrown.com/outsourcing

**At Porte Brown, our strength lies in our experience.
Our team includes:**

- Certified Public Accountants (CPA)
- Chartered Global Management Accountants (CGMA)
- Certified Construction Industry Financial Professionals (CCIFPs)
- Certified Valuation Analysts (CVA)
- Certified Exit Planning Advisor (CEPA)
- Certified Divorce Financial Analyst (CDFA)
- Certified Information Technology Professionals (CITP)
- Certified QuickBooks ProAdvisors (25+ ProAdvisors on Staff)
- Intuit Premier Reseller (IPR)
- Microsoft Certified Professional (MCP)
- Microsoft Certified Technology Specialist (MCTS)
- Microsoft Small Business Specialist
- Authorized TRAVERSE Reseller



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