



Accounting & Payroll

ACCOUNTING

Professional financial management is critical to an organization's health and growth. Staffing shortages, time constraints and lack of specialized knowledge can prevent many non-profit organizations from reaching their full potential and cause them problems that could be avoided. Administrative Outreach is able to help. We can:

- Assist in budget preparation
- Evaluate internal controls and make recommendations
- Enter approved invoices into accounts payable
- Maintain accounts payable vendor file
- Pay invoices as approved by organization
- Maintain file of paid invoices
- Balance bank accounts
- Cash management as deemed appropriate by the organization
- Record deposits (*actual deposit to be made by organization*)
- Generate and record appropriate monthly journal entries
- Review and reconcile balance sheet accounts for accuracy using an audit approach
- Analyze appropriate income and expense accounts in comparison to budget
- Maintain selected subsidiary ledgers and reconcile with general ledger
- Provide monthly financial reports in a timely manner
- Review financial statements with designated organization personnel
- Work with auditors to successfully complete year end audit

PAYROLL

Coordinate with outside contractor to:

- Enter new employees
- Prepare timely payroll
- Record changes in pay rates, status, deductions, and employee information
- Prepare and file quarterly payroll tax reports
- Prepare W-2 forms

For more information about our accounting and payroll services and how we may work together please contact:

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