- **Accounts Payable**
  - Vendor Set Up and Classification
  - Vendor Invoice Entry
  - Vendor Payment Processing
  - Vendor Account Reconciliation
  - Annual 1099
- **Credit Card**
  - Transaction Entry and Classification
  - Reconciliation
- **Bookkeeping**
  - Chart of Accounts Set Up and Classification
  - Account Reconciliation
  - Bank Reconciliation
  - Fixed Assets
    - Classification
    - Depreciation, Adjustment, Retirement, and Sale Entries
  - Financial Reporting
    - Month
    - Quarter
    - Annual
  - City Taxes
  - Property Taxes
  - Preparation of Cost Report Requirements
  - Budget Preparation
- **Payroll**
  - Employee Set Up and Classification
  - Employee Payroll Processing
  - Payroll Tax Remittance
  - Payroll Quarterly Reporting

- Year End Reporting

- **Cash Flow Control and Analysis**