

WHY OUTSOURCE?

Outsourcing began as a way for large corporations to cut costs and has evolved into a strategy for organizational growth. Businesses now recognize that developing strategic partnerships is crucial to achieving high performance and remaining competitive in the market.

The primary reasons to outsource*:

- Reduce and control operating costs.
- Improve focus.
- Gain access to expert resources not found internally.
- Free internal resources for strategic purposes.
- Accelerate system benefits.
- Reduce risks.

Small business and nonprofit organizations can grow more quickly by outsourcing non-core functions and focusing on increasing revenues and providing better products and services. To learn more about how outsourcing to **MasterType Accounting & Business Services, P.C.** can benefit your organization, please read the rest of this brochure.

* Source: The Outsourcing Institute

MasterType Accounting & Business Services, P.C.

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MasterType Accounting & Business Services, P.C.

ARE YOU...

Wasting valuable resources due to training turnover and support of your accounting staff?

Not getting the financial information you need to successfully manage your business or non-profit organization?

Struggling with outdated technology and unnecessary paper work?

Spending too much money to maintain your in-house accounting function?

If you answered “yes” to any of these questions, then you should **find out more** about **MasterType Accounting & Business Services, P.C.**

SERVICES

MasterType Accounting & Business Services, P.C. provides outsourced accounting and information management services to small- to medium-sized businesses, nonprofit organizations and condominium associations. We replace the functionality of a part to full-time bookkeeper through a combination of on-site and off-site services.

Our staff visits each client weekly to exchange financial information, review key account balances and address outstanding issues or questions.

MasterType Accounting & Business Services, P.C. provides the following services:

- **Accounts Payable:** Enter vendor bills, print checks, and track outstanding balances.
- **Accounts Receivable:** Create and/or enter invoices, post customer payments and track outstanding balances.
- **Payroll Reconciliation:** Post the entries from a payroll service.
- **Journal Entries:** Post entries to the general ledger.
- **Bank Reconciliation:** Reconcile bank, investment and merchant account statements.
- **Allocation:** Calculate and distribute revenues and/or expenses across reporting segments, programs, jobs or general ledger accounts.
- **Package to Accountant:** Complete and deliver reconciled information for tax filing and/or audit.

CALL TODAY

for more information

BENEFITS

MasterType Accounting & Business Services, P.C. trained accountants minimize the burdens associated with bookkeeping. The benefits of outsourcing to **MasterType Accounting & Business Services, P.C.** include:

- **Cost Savings:** Up to 30% savings when compared to in-house staff.
- **Continuity:** Uninterrupted service is assured as multiple representatives are trained on each account.
- **Quality:** Standards are used to provide consistent and reliable services.
- **Timeliness:** Cash balances are updated during onsite meetings. Non-cash transactions are processed within one week.
- **Accuracy:** Information is processed and reconciled by trained accountants.
- **Ease of Use:** Service allows executives to review key financials and authorize payments in 15 to 30 minutes per week.

Other features of **MasterType Accounting & Business Services, P.C.**'s services include:

- **Access and Security:** Secure access to accounting information via the internet. Data is backed up and stored off site.
- **Advanced Tracking:** Report design expertise for clients with complex requirements.
- **Design:** Support provided to address new or changing requirements.
- **Industry Knowledge:** Extensive experience with a variety of industries, including **nonprofit organizations, retail, restaurants, professional services, contracting, condominium and home owners associations.**

FEATURES

Clients requiring services that go beyond basic bookkeeping use **MasterType Accounting & Business Services, P.C.** for the following:

- **Non-Profit Accounting:** Accurate tracking by fund (or program) is crucial to the management of nonprofit organizations. **MasterType Accounting & Business Services, P.C.**'s service can be enhanced for nonprofits with complex reporting requirements.
- **Job Costing:** **MasterType Accounting & Business Services, P.C.**'s job-costing capabilities help project-oriented businesses control costs and provide reference for bidding new work.
- **Time & Expense Tracking:** Businesses that bill on a time and materials basis turn to **MasterType Accounting & Business Services, P.C.** to automate the tracking of hours and expenses, and make customer billing easy and accurate.
- **System Integration:** **MasterType Accounting & Business Services, P.C.** can integrate banking, payroll and customer service systems, often eliminating redundant or unproductive activities.
- **Board and Management Reporting:** **MasterType Accounting & Business Services, P.C.** can design and maintain customized reports in QuickBooks or Excel to meet a Client's specific information needs.

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