

Business Solutions

Mission Statement

To assist growing businesses by providing reliable and efficient 'back office' services, enabling the entrepreneur to focus on the heart of their organization.

FULL-SERVICE ACCOUNTING

- Outsourced Bookkeeping
 - Data entry processed by SingerLewak
- CFO/Controller Services
 - Expertise on financial statements, financial reporting and forecasting/budgets provided

FREELANCE ACCOUNTING:

- Quarterly/Monthly Health Checks
 - "After-the-fact bookkeeping" entries to close books and records
- Year End Accounting
- Tax Trial Balance Preparation

SPECIALTY SERVICES:

- Ad-hoc Accounting Projects
 - Chart of accounts development
 - Amortization schedules
- Internal Controls – Analysis and Set Up
- Budgeting and Cashflow Projections
- On-the-Job Bookkeeper Training
- Financial Audit Preparation
- Compliance; 1099s; sales tax; business license
- QuickBooks experts



WWW.SINGERLEWAK.COM | 877.754.4557

For more information about our
Business Solutions services,
please contact:

Jayme Lavoie

JLavoie@SingerLewak.com
310.481.7452

Penny Paqueo

PPaqueo@SingerLewak.com
818.251.1320

