

Benefits of B.M.A

- ◆ Specifically tailored to all your bookkeeping needs
- ◆ Full time service at less than part time cost
- ◆ Confidentiality
- ◆ Eliminates your need to employ full or part time bookkeeper
- ◆ Eliminates bookkeeper turnover
- ◆ Saves precious office space
- ◆ Accurate & Consistent— the “books” are always accurate and to date
- ◆ Fully integrated payroll services
- ◆ Simplifies preparation of tax returns
- ◆ Prompt Deposits
- ◆ Expedite Collection thus improves cash flow
- ◆ Accurate posting of accounts payable & timely payments



760 Vanessa Lane
Neshanic Station, NJ 08853

Bookkeeping Management Administration

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Do you know you can save \$18,000.00 on your bookkeeping and payroll expenses annually

Bookkeeping Management Administration



Bookkeeping Management Administration

Tel: 908-369-6843

Why BMA

Complete confidentiality.

- ◆ Company information is kept private.
- ◆ Access to firms private information is limited.
- ◆ Sensitive accounting information is secure and confidential.

Eliminates the errors.

- ◆ Due to inexperienced bookkeepers.
- ◆ Due to bookkeeper turnover.

ARM. Accounts Receivable Management .

- ◆ Accurate and timely recording of account balances.
- ◆ Expedites collections.
- ◆ Improves cash flow.
- ◆ Monthly statements are generated and mailed.
- ◆ Collections letters are mailed out on invoices 30, 60 and, 90 days overdue.
- ◆ Prompt deposits.

APM. Accounts Payable Management .

- ◆ Handles all accounts payable.
- ◆ Payables are efficiently and accurately entered.
- ◆ All checks for payment are prepared for your processing.

PSM. Payroll service management.

- ◆ All payroll functions are monitored.
- ◆ All tax deposits are made.
- ◆ Direct deposit for employees.

What you do.

- ◆ Fax weekly timesheets.
- ◆ Enter contract job estimate. (progress invoices will be generated from estimate)



Can you determine the financial position of your company?



- ◆ Are your profit and loss statements accurate?
- ◆ Do you know your current accounts receivable aging?
- ◆ Can you state the present cash position of your firm?
- ◆ Are your payables properly recorded and efficiently scheduled?
- ◆ Is your payroll accurately reflected in your cost of sales?
- ◆ Are your financial records confidential?
- ◆ Are time allocations per job accurately recorded to maximize billings?

These and many other concerns are vital to the growth and successful management of your firm. Bookkeeping Management Administration has designed a bookkeeping system, **specifically tailored to the needs of small to medium sized services firms**, to answer these, and many other substantial questions. Our **complete bookkeeping service will save your firm time, money and, more importantly yield a true and precise representation of your firm.**

How it works

- ◆ Your current books are reviewed and analyzed by our staff
- ◆ Adjustments are made as needed to bring your books up to date and accurate
- ◆ You provide all timesheets for hourly jobs
- ◆ You provide all billing information for contract jobs
- ◆ B.M.A. enters all your invoices and mails them out to clients
- ◆ B.M.A. handles all your accounting entries and maintains all accounts
- ◆ B.M.A. records and maintains your accounts receivable
- ◆ B.M.A. monitors your cash flow
- ◆ B.M.A. registers and schedules your accounts payable
- ◆ B.M.A. monitors your payroll

Call now for a free demonstration

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