

Spend more time with your clients - we will handle the back office...

⇒
Outsourced
Accounting

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Michael J Dell, CPA | 6553 Saltsburg Road | Pittsburgh, PA 15235
412.798.3157 | MDell@CompleteBusSvc.com | www.CompleteBusSvc.com

Utilize our 21 plus years of professional service experience

Accounting - cloud based live

Reconcile bank statements & review daily bank feeds	✓	✓	✓
Reconcile electronic transactions	✓	✓	✓
Depreciation & loan schedules	✓	✓	✓
Adjusting entries – book to tax	✓	✓	✓
Compiled Monthly Financial Statements	✓	✓	✓

Payroll

Prepare Payroll – any state full service	-	✓	✓
Submit payroll taxes to agencies	-	✓	✓
Prepare quarterly / annual payroll tax returns	-	✓	✓
Provide employee access to electronic paystubs	-	✓	✓
Provide employee access to electronic pay records	-	✓	✓
Prepare W-2's & EFILE	-	✓	✓
EE Deduction remittance	-	✓	✓
Export data to accounting system	-	✓	✓

Accounts Payable

Process Bills and vendor payments	-	-	✓
Track credit card expenses and receipts	-	-	✓
Process employee expense reports	-	-	✓
Prepare 1099's for contractors	✓	✓	✓
Provide digital access to paid bills	-	-	✓

Tax

Tax Preparation & Tax Planning	✓	✓	✓
Year round tax saving ideas and tips	✓	✓	✓
IRS, State & Local Representation	✓	✓	✓

Coaching

Prepare monthly financial statements	✓	✓	✓
Prepare annual budget reports	✓	✓	✓
Review retirement compliance	✓	✓	✓
Industry comparisons	✓	✓	✓
Review other employee deductions for compliance	✓	✓	✓
30 page annual report on the health of your company	✓	✓	✓
Tax planning monthly / quarterly	✓	✓	✓
General business consulting	✓	✓	✓
Quarterly video conference to review key performance measures	✓	✓	✓

**What does your
business need?**

... Choose the right level of service