



## WELCOME TO HRK'S BOOKKEEPING SERVICES

Thank you for your interest in HRK Advisors. Our bookkeeping team is comprised of six members with over 30 years of experience. Each team member is proficient at processing payroll, filing quarterly taxes, city and state B&O taxes, financial reporting, and learning new applications as needed. Read our staff bios online!

We work with small businesses, large corporations, and non-profits, across all industries. HRK caters to each client's needs, whether it's full-charge or selected services. Our goal is to make your transition seamless and stress-free. We provide our services on a fractional basis to meet you where you are in your business lifecycle. Ask us about our HR and Operations services as well. Most services are provided remotely, but we can be available on-site as needed. Travel fees may apply depending on the business location.

We wish to be your trusted advisors for your business financials.

### Services offered:

- Bank Reconciliation
- Credit Card Reconciliation
- Payroll
- Payroll Taxes
- Annual W2s
- Accounts Payable
- Annual 1099s
- Accounts Receivable
- Journal Entries
- B&O Taxes
- Financial Statements
- Retirement Accounts
- Custom needs
- Auction/Event services
- Work with CPAs

### Sample programs we work with:

- QuickBooks Online and Desktop
- QuickBooks Payroll/Time
  - *Discount available through HRK for new subscriptions*
- APS Payroll and HR
  - *Our preferred provider*
- ADP, Paychex, Gusto
- NetSuite, CommunitySuite
- Microsoft Applications: Excel, Access
- Bill.com
- Bulk Imports