

BOOKKEEPING MASTERS, INC.

Your Competitive Advantage in Today's Business World

Condominiums, HOA's
Cooperatives & Timeshare

WE TEACH QUICKBOOKS®

- **INTRODUCTORY QUICKBOOKS®**

Novice QuickBooks users should attend. This is a must for all bookkeepers and office managers!

- **ADVANCED QUICKBOOKS®**

For those who would like to expand their knowledge. Learn more about the features of QuickBooks®

CONTACT US TODAY!

BOOKKEEPING MASTERS, INC.

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Grow Your Business
Leave The Books To Us



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**CUSTOMIZING
QUICKBOOKS®
FOR YOUR
ASSOCIATION**

Because You Need Accurate & Timely Financial Information

Bookkeeping Masters, Inc. is a multifaceted firm specializing in QuickBooks accounting software training, support and outsourced bookkeeping. Your board of Directors and/or Manager dictates which functions to outsource and our team implements the most cost-efficient process to meet the desired outcomes.

**LESS work means
LESS Stress!**

The Benefits:

- ✓ You have accurate numbers ALL the time - enabling you to make good business decisions
- ✓ You can focus on your operation, -do what you do best and let us do what we do best
- ✓ You won't have to continually hire or manage a bookkeeper - freeing you up to concentrate on your owners, vendors and employees
- ✓ You ALWAYS have 100% control - you tell us what you want and when you want it

Use Your Time to Manage Your Business and Increase Profits



Grow Your Business Leave The Books to Us

- ✓ Specialized setup for Condominiums, HOA's, Cooperatives & Timeshares
- ✓ Owner database
- ✓ Operating Funds
- ✓ Reserve Funds
- ✓ Special Assessment Funds

What We Do:

- ✓ Weekly/Bi-weekly processing
- ✓ Automated Owner Billing
- ✓ Accounts Receivable
- ✓ Lock Box
- ✓ Accounts Payable
- ✓ Reserve Funds
- ✓ Special Assessment Funds
- ✓ Payroll
- ✓ Financial Statements
- ✓ Optional on-line access
- ✓ Technical Support

Affiliated CPA Services:

- ✓ Audits
- ✓ Reviews
- ✓ Compilations

We make it happen for you!

We remove the burden from your shoulders - leaving you time to manage your association

In business, TIME is your worst enemy. Every task you perform that is not part of your core business wastes precious TIME.