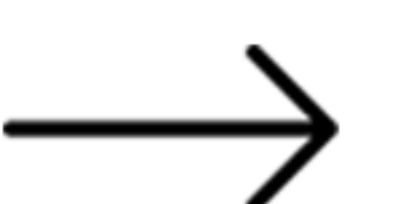




**OUTSOURCE ACCESS™**  
REDEFINING HOW YOU SCALE

# Accounting and Bookkeeping Virtual Assistant Role Summary



## About Us:

Outsource Access is a comprehensive “business process outsourcing” and virtual assistant firm with over 500 employees in the Philippines serving businesses in 70 industries. But what are we really? Our Clients tell us we are their “Growth Partner” helping them redefine how they scale. We are proud to have won 6 national and global awards for our commitment to quality and impacting the lives of our staff including recent ranking of #326 on the Inc 5000 for 2023.

We do a customized discovery session with each Client and offer support in every business function including operations, marketing, bookkeeping, sales, HR, admin and executive support. Our staff are all full time and managed employees who are committed to your success with our signature talent and matching, onboarding and detailed OA Playbook process to capture and document every task we execute. We will be your full turn-key, affordable answer to scale and growth.

**Want to Take Next Steps?** Scan the QR code and see a short video tour of our company and process with links to book a complimentary discovery call at:  
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## Invoicing and Bookkeeping:

- **Updating Project Invoices**  
Reviewing and updating project invoices to ensure accuracy and compliance with the project details. As part of the process, you will cross-check the invoices with project records, apply the correct billing periods, add any missed or revised project expenses, and calculate applicable taxes and additional charges.
- **Posting Journal Entries**  
Accurately recording financial transactions into the company's accounting system. You will receive journal entries containing details of various financial activities, such as revenue, expenses, assets, liabilities, and equity. Your role is crucial in ensuring that these journal entries are correctly posted, organized, and categorized in the general ledger.
- **Invoicing Clients**  
Generating and sending invoices to clients for products or services provided by the company. As part of the invoicing process, you will gather relevant transaction details, such as the client's name, billing address, and the specific products or services rendered.
- **Facilitating Monthly Budgeting and Profit and Loss Comparison**  
Overseeing the monthly budgeting process and conducting a thorough analysis of the company's financial performance through Profit and Loss (P&L) comparison.
- **Assisting in Bookkeeping and Job Costing**  
Assisting with bookkeeping and job costing activities. Your responsibilities will involve maintaining accurate financial records, recording transactions, and organizing essential financial data.

## Reconciliation:

- **Performing Bank Reconciliation Through Quickbooks**  
Ensuring the accuracy and completeness of financial records by comparing the company's bank statements with its accounting records. This involves carefully reviewing and matching transactions, including deposits, withdrawals, and other financial activities, to identify any discrepancies.
- **Tracking and Reconciling Daily Job Costs**  
Maintaining accurate records of daily job costs and ensuring they align with budgeted or estimated amounts. You will collect relevant financial data, set up a job costing system, and regularly enter transactions into the accounting software.
- **Reconciling PTOs in BambooHR and Quickbooks**  
Comparing and aligning paid time off (PTO) records between BambooHR, the human resources management system, and QuickBooks, the accounting software. By ensuring that PTO data matches in both systems, you can verify the accuracy of PTO accruals, balances, and usage for employees.
- **Reconciling Tax Filings**  
Reviewing and cross-verifying various tax-related documents and information to ensure accuracy and compliance with tax regulations. This includes comparing financial data, income statements, expenses, deductions, and other relevant records with the filed tax returns.



## Reports

- **Generating Aging Reports**  
Creating a comprehensive report that provides an overview of the outstanding accounts receivable or payable. The report classifies the receivables or payables based on the length of time they have been outstanding, typically into different aging categories (e.g., 30 days, 60 days, 90 days, etc.)
- **Generating Expense Reports**  
Compiling and creating comprehensive expense reports to document and track business-related expenses. Accessing the company's expense tracking system or using designated software (e.g. Excel, accounting software), you'll input expense details such as receipts, invoices, and other relevant information.
- **Generating Financial Reports**  
Generating various financial reports to provide valuable insights into the company's financial performance and health. Using accounting software and data from the company's financial records, you will create reports such as balance sheets, income statements, cash flow statements, and other relevant financial analyses.

## Payroll

- **Setting Up Payroll Through QuickBooks**  
Establishing and configuring payroll functionality within the QuickBooks accounting software. This process involves inputting essential company and employee information, including tax details, payroll schedules, and deductions.
- **Revising Employee Rates**  
Updating and modifying employee rates within the company's payroll or HR system. This task involves reviewing current employee compensation, considering factors such as performance evaluations, promotions, or changes in job responsibilities, and making necessary adjustments to their pay rates.

## Tax

- **Preparing Taxes & Insurance: 1095 Forms, 6056 Worksheet, and W2 Entries**  
Preparing and handling various tax and insurance-related documents, including 1095 Forms, 6056 Work sheets, and W2 Entries. These forms play a crucial role in ensuring compliance with tax regulations and providing employees with essential information about their benefits and earnings.

## Auditing and Tracking

- **Auditing Accounts**  
Reviewing and analyzing financial records and transactions to ensure accuracy, compliance, and transparency. This involves examining various accounts, such as receivables, payables, and general ledger entries, to identify any discrepancies or errors.
- **Auditing Job Costs**  
Reviewing and assessing the accuracy and efficiency of job-related expenses and costs within the company. This process involves examining the financial records, invoices, and receipts associated with each job or project.

- **Reviewing General Ledger**

Examine the company's general ledger to ensure accuracy, completeness, and compliance with accounting standards. This critical process involves analyzing financial transactions, account balances, and journal entries.

## Underwriting

- **Conducting Financial Underwriting for Commercial Real Estate Transactions**

Evaluating and analyzing the financial aspects of potential commercial real estate deals to assess their viability and risks. You will review financial documents, perform financial modeling, and assess various financial metrics to ensure that the transactions align with the company's investment criteria and financial objectives.



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