

Download Full Charge Bookkeeping Beginner Intermediate Bookkeeper

>Full-Charge Bookkeeper: defined - every small business should have a FCB, who would perform all of the bookkeeping task, except for Corporate Taxes; additionally, many medium-sized businesses make use of a FCB, who would report directly to Accounting Management, and perhaps have a clerk or two reporting to the FCB (like a Payables clerk).

> Get the Premier Book on Bookkeeping, Requiring No Previous Knowledge, and Yet Providing You With Everything You Need To Know! - - > Only Prerequisite is High School Graduate

A full-charge bookkeeper performs all of the bookkeeping tasks of any small business, including payroll taxes and monthly financial statements, with little or no supervision. About the only thing 'outsourced' is the corporate taxes - typically to a CPA.

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We offer a one-semester course designed to walk high school graduates from zero knowledge about accounting and bookkeeping - to being capable of holding a full-charge* bookkeeping position as well as quite versed in accounting knowledge for further studies.

Full Charge Bookkeeping, Home Study Course Edition, For the Beginner, Intermediate & Advanced Bookkeeper.

"I think your Full Charge Bookkeeping book is very user friendly, I like things put into order for me and found that your book listed what a bookkeeper needs to compile for their records and in a precise order to make things flow easily. I like the way you outline files to keep, what you as the bookkeeper is responsible for and in fact what not to take on as well. I found this book quite ...

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