



## ACCOUNTING CONCEPTS IN REAL ESTATE LLC

Building and Managing Your Numbers

### GENERAL ACCOUNTING & HUMAN RESOURCE



### SERVICES

Accounting Concepts in Real Estate LLC can provide outsourced accounting for companies in need of services with high level expertise.

Our clients will gain time to focus on growing and managing their own business by having our professional staff perform the day to day accounting operations. Full service cycle accounting is available and can be customized to your organization needs. We strive to provide accurate and timely financials so that our clients can make sound business decisions.

#### Financial Report Services

- Financial statement preparation
- Cash or Accrual reporting
- PDF reports for electronic storing - Adobe
- Organization and tracking due dates
- Prepare/Review variance reports
- Assist providing tax information to client CPA

#### Softwares

- High level knowledge of Quickbooks
- High level knowledge of Timberline, Yardi, MRI
- High level knowledge of Excel, Word, Powerpoint, Outlook

#### Staffing Support

- Temporary help at Accountant level
- Interim Accounting Manager/Controller services

#### Human Resources

- Review benefit plans/request bids
- Maintaining employee records
- Workers Compensation - Claims

#### Projects/Overflow

- Miscellaneous projects as requested

#### CONNECT WITH ACRE



[www.acreaccounting.com](http://www.acreaccounting.com)

#### Day to Day Operations

- Accounts Payable - Coding, entry, check printing
- Accounts Receivable - Invoicing, cash entry, collections
- Mortgage/Rent payments
- Company loan payments
- Bank reconciliations

#### Financial Planning & Analysis

- Budget preparation or reviews
- Financial modeling

#### Payroll

- Employee payroll
- Payroll tax filings - Monthly, Quarterly, Annual
- Track vacation, sick, personal time

#### Company Taxes

- Calculate & File quarterly estimated Federal & State taxes
- Personal property tax filings

#### Consulting/Training

- Train staff on accounting transactions
- Train staff on financial reporting
- Train staff on day to day operations
- Internal control reviews

#### CONTACT US

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