



WE HAVE AN OPPORTUNITY FOR YOU.

Maybe the days of heading to the office day in and day out are behind you, but you're not yet ready to stop working. Perhaps you'd like to put your skills to use on a more limited basis. Or maybe you'd just like the chance to put away a little more cash for a vacation, the holidays or a rainy day.

As SureBooks™ grows, we're looking to expand our team to be better able to provide excellent service and quality to the Accountants we serve. And we hope our mission means something for the people right here in this community – we'd like to help one another. That's where you come in.

SureBooks has a need for experience Bookkeepers, Accountants and Tax Preparers. If you don't have experience, but know your way around a computer well enough to post photos of the kids and use e-mail, we'd like to talk to you, as well. These are the same skills you'll use for data entry on the SureBooks system.

So, what are the opportunities?

- ❖ **Data entry.** If you feel comfortable enough filling out an on-line form, you have everything you need to do data entry for SureBooks. We'll walk you through the specifics of the programs we use. If you have the time and like to learn, we're sure what we do is simple enough for you to easily pick it up. You'll be working on your own in no time.
- ❖ **Bookkeeping.** If you have bookkeeping experience or have kept your own QuickBooks file, there is an opportunity for you to be part of the SureBooks team. We use QuickBooks as our standard platform. From setting up a chart of accounts and entering the data to producing monthly or yearly financials, bookkeeping is a fundamental part of the SureBooks process.

- ❖ **Accountancy Review.** If you're an Accountant or a CPA, there's an opportunity for you to be part of the third part of our process – the Accountancy Review. Part of the value we provide is that we use trained Accountants to review the reports, financials and taxes we prepare before we send them to the Affiliate for final sign-off and delivery to their clients.

You would never be the Accountant of record – that's the Affiliate's job. As a member of the SureBooks team, you'll simply act as another pair of trained eyes that helps them give their clients the exceptional service they're committed to providing.

- ❖ **Tax Preparation.** If you have a background in tax preparation, you can put your skills to use at SureBooks. We provide tax preparation services for Affiliates who have clients that need either corporate or personal returns filed. Again, you would never be the Accountant of record. It is the responsibility of the Affiliate to provide the final review and sign the tax returns. We do the preparatory work from the financials we've completed and provide the information to them for review, correction and delivery to their clients.

Whether you're looking to put your bookkeeping, data entry or accountancy skills to use, you can do so as part of the SureBooks team. We provide the training you need to get started, as well as the ongoing support you need to get the job done. We think we have a good thing going, and we have a place for you here at SureBooks.

SureBooks LLC offers a unique partnering opportunity for CPAs, Bookkeepers, Tax Preparers, and other financial services professionals. Our comprehensive suite of Financial & Affiliate Services makes supporting the escalating needs of small to medium-sized business owners much more cost-effective. From bookkeeping and reporting to business analytics and tax preparation, SureBooks gives you the freedom to become more strategic and do more with less. For more information, visit www.surebooks.com.



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