

How to choose from all the different Bookkeeping Services

Deciding to outsource your bookkeeping to another individual or company is a big step for any business. It shows that you have finally grown to the point where it is no longer necessary for you, as the owner, to handle all the mundane details yourself. You know that for your company to grow to its true potential that you must spend as much time as possible doing tasks that actively grow your business. ***Even though accurate bookkeeping is an incredibly important aspect of a strong business, it is something that can be easily, and affordably, outsourced.***

There are a lot of options available when it comes to the various bookkeeping services. Choosing the right one is as big of a decision as deciding to outsource the job in the first place. If your organization is very small and the bookkeeping is not that difficult, then you might be able to get away with hiring a family member or friend who has a little bit of experience with financial numbers. ***However, for most companies it is best to hire a bookkeeping service who really knows what they are doing.***

Here we will go over some of some of the choices you will be faced with and give you some tips on choosing the best bookkeeping services.

The first big decision you need to make is whether you want to give the job to someone local, or hire it out to an online firm. There are pros and cons to both sides and different business will need to go different ways. If there is nobody in your area who offers the service, or if those who do have a bad reputation, you will naturally be forced to seek online help. Some people will only trust their books to someone they have met face to face, and this means they must hire someone local.

When hiring someone locally the lines of communication are often much easier. It is much harder to avoid someone when they can easily walk into your office at anytime. A local bookkeeper will often work harder to keep you happy, since they will depend on your recommendation to get more work in the future. Often times these people will be fixtures in the community and have been around for years. This is good because you know they will be reliable, but it could also be bad if they are not flexible in their methods.

With a local bookkeeper you will have the option to have them work on-site or off-site. If they work on-site they will actually come in to your offices on a scheduled basis and do the work from your computers. There are some great benefits to this and you will be able to go over your financials and ask questions in person. Just like with an online service, when you hire someone to do the job off-site you will need to send them all the pertinent files to get the job accomplished.

Online bookkeeping services usually will not be much different than the off-site services you would find locally. You just transfer them the necessary files (either by mail or online) and they do the work. If you really want to have the work done on your in-house computers it is even possible for them to remotely access them over the internet. These online services can be a single person working from home, or a large company with a wide range of resources. Either way it is likely you will pay less when hiring someone over the internet. Many companies are finding good bookkeepers in India who will work for a fraction of the price of a U.S. bookkeeper.

Check Credentials and Ask for References

Whether you decide to go with someone local or an online service, it is essential that you do your homework and check for credentials and ask for references. ***A great tactic for finding the best person for the job is to interview them as if they were actually coming to work for your company. This is an incredibly important job, and you should not risk hiring someone who is not good at what they do.***

When hiring local it may be a good idea to go to other business owners you know and see if they can recommend a service to you. When you interview the bookkeeper make sure their methods fit with your needs, and ask them to provide references for past and current clients. It would be wise to call up each of these references and hear an opinion from someone who has worked with them before. ***If they are not able to supply you with a decent list of references then they are either inexperienced or do not have a good relationship with past clients.*** Either way it is a warning sign to stay away.

Be careful of hiring the person you "like" the most. This is a common mistake business owners make when trying to hire an employee or outsource a job. It's human nature to want to help out people we like, but you sometimes need to put that aside and hire the person who is really best for the job.

Now you Know How to Choose the Best Bookkeeping Service

After reading this article you should have a good idea what to look out for when outsourcing your bookkeeping. Now it is time for you to go out and do it! ***Every hour that you spend doing it yourself is costing your company time and money, two assets which are at an all time premium right now.***

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