



Who We Are

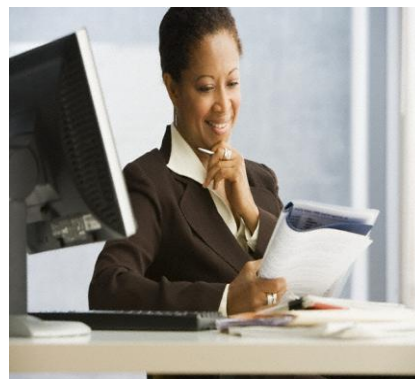
JE Financial Services alleviates the stress of running a business by providing bookkeeping training and services that focuses on assisting **Small Businesses**, all over the country to effectively organize and manage their records, without the aggravation or expense of hiring an employee or acquiring and learning new software or hardware. We communicate via the Internet (Email, FTP & instant messaging), the telephone, fax, postal mail, and express mail. **JE Financial's Team** has over two decades of experience; knowledge and a commitment to helping clients succeed in presenting an accurate picture of their financial profile.

Typically clients who retain us:

- Spend too much time figuring out debits and credits
- Are behind in their daily transaction postings
- Don't know if their company is operating at a profit or loss
- Are frustrated by the many roles they must play in a day
- Are under pressure to present a clear financial profile of their business
- Annoyed with the red tape and expense necessary to hire an employee
- And they are sure they don't want to provide office, space, pay employee benefits or take the time to, train an employee
- Unable to focus on strategic planning

What Makes Us Different

- We are committed building long-term relationships with all of our clients. We provide 100% dedication to your needs, meeting deadlines, delivering professional results and frequent communication.
- We are your one stop shop for **complete bookkeeping services**, including training, payroll, and taxes
- We work when you when you work. Seven days a week.
- We are easy to contact - email, phone, IM, mail, fax, plus we respond to all request within four hours
- We tailor the assistance to fit your needs



Address: <http://bookkeepingsuccess.com>

Email: info@jefinancialservices.com

Office: 1-888-318-4421

Fax: 1-888-318-4421



What We Do

JE Financial Services provides the business owner with a virtual partner in business. JEFS will learn their business, their habits, and their wishes to relieve the stress of paperwork and bookkeeping. JEFS strives to understand Clients' industry and market trends concerning accounting practices, to create an efficient model for records management through training & development of staff.

Our team makes it possible for you to have a **complete bookkeeping staff...virtually**. Though we work best in long-term collaborative partnerships we also work on occasional projects.

▪ TRAINING/WORKSHOPS

JE Financial Services will present a series of programs called QuickBooks Training for your company. The program will be customized to meet the needs of the group being trained. The content will include **four hours** of company set up; customer, vendor, employee, and item set up; writing checks and paying bills; invoicing and receiving payments; inventory; payroll; and file backup. Training materials will be provided for the use of each participant. Also the program provides for weekly technical support as an add-on service.

▪ SELF SERVICE BOOKKEEPING

JE Financial Services will create your online financial database using our remote access system or *QuickBooks® Online Edition* to include your customers, vendors, employees, products, services, tax authorities, and company logos for custom invoices. It also includes creating passwords for authorized user(s) to your financial records. After setup is complete, you will have full control of your financial database.

▪ FULL SERVICE BOOKKEEPING

JE Financial Services will create your online database by **remotely accessing** your system or using *QuickBooks® Online Edition* to include your customers, vendors, employees, products, services, tax authorities, and company logos for custom invoices. It also includes creating passwords for authorize user(s) to your financial records. On a scheduled basis, we will:

1. Receive your bills
2. Enter your bills
3. Access your on-line credit card statements
4. Enter your customers' invoices
5. Email your customers'
6. Access your on-line banking
7. Reconcile bank account and credit card account
8. Prepare reports

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▪ **SELF SERVICE PAYROLL**

JE Financial Services will assist clients with their own payroll records but just need help with setup. After setup is complete, you will have full control of your payroll database. You will be billed directly by *QuickBooks Enhanced Payroll* for your monthly subscription fees.

▪ **FULL SERVICE PAYROLL**

JE Financial Services will assist clients that want to outsource their entire payroll management activities. You pay one simple monthly fee, regardless of how many payrolls you process during a month, and the low price includes direct deposits and EFTPS.

Each pay period, we will:

1. email you a reminder to provide us with your employee's hours
2. transmit hours to *QuickBooks Payroll* for processing
3. provide you with direct deposit paystubs or you can print employees' payroll checks
4. download detailed payroll activities to your *QuickBooks* financial database
5. prepare payroll reports to your payroll activities

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