

# AREN'T BOOKKEEPERS AND ACCOUNTANTS THE SAME THING?

Uncover the difference between an excellent bookkeeper (like me) and an excellent accountant. Our roles are different and vital to the success of your small business.

## What Bookkeepers Do for Businesses:

Bookkeepers manage day-to-day financial transactions by implementing well-defined procedures and streamlining accounting processes.

Recording transactions in accounting software

Reconciling bank statements at end of month

Keeping records organized

Producing preliminary financial statements monthly

Advising clients on record-keeping requirements and methods

Cash flow forecasting & management

General record keeping

Strategic advice for accounting processes and budgeting

Bookkeepers can also provide full back-office support, including invoicing clients, paying bills, and processing payroll.

## What Accountants Do for Businesses:

Accountants typically function in more of an advisory role that focuses on the big picture, taxes, and growth.

Fulfill an advisory role with business owners focused on the big picture & taxes

Preparing financial statements & reports for banks & governmental agencies

Provide monthly/quarterly insight into the health of the business

Minimizing tax liability

Strategic planning for business growth

Serve as a resource for the bookkeeper for more complex accounting questions & make year-end adjustments.

Accountants can also verify the accuracy and completeness of the accounting records, help with income tax planning, and offer advice on tax law, entity structure, and key financial decisions

Contact [celeste@celebelle.com](mailto:celeste@celebelle.com) for more information on our bookkeeping and virtual administration services.

## BOOKKEEPING BY CELEBELLE

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Celebelle provides bookkeeping solutions that support the specific needs of your business so that you can meet your business growth goals.

- Quickbooks Online Management
- Customized Excel Reports
- Billing
- Financial Reports
- Information Preparation for Your Accountant

Typically our clients operate mainly on cash basis accounting, are comfortable with having their books in Quickbooks Online, and have a CPA available for end-of-year tax preparation.

Our ideal bookkeeping clients are entrepreneurs and small businesses who want to transition away keeping their own books or who have had a bookkeeper but are in need of a new one.

**Ready to take your business's financial management to the next level? Contact Celeste at [celeste@celebelle.com](mailto:celeste@celebelle.com) to learn more about our tailored bookkeeping services.**