



Services For Accounting & Bookkeeping Firms

How It Works

Get unlimited access to a dedicated team of highly qualified accountants and bookkeepers who are available whenever you need them.

Services

Your BooksTime bookkeepers follow your processes, so you won't have to change a thing.

You can use your BooksTime bookkeepers for:

- **One-time projects:**
 - New client set-up and Chart of Accounts design
 - Catch-up and clean-up projects

- **Ongoing services:**
 - Recording & Categorizing Transactions
 - AR & Collections Reminders
 - AP & Bill Pay
 - Account Reconciliations
 - Inventory Tracking and Reconciliations
 - COGS Tracking
 - Period-end Close
 - Financial Statements
 - Customized Reporting
 - Budgeting
 - Payroll
 - 1099s
 - Sales & meals tax filings, etc.

Various industry-specific services are available, as well (see specialty industry list below).



Get More Than A Bookkeeper

BooksTime bookkeepers come with:

1. Expert Support

Your bookkeeper will get free support from our highly qualified and experienced CPAs. They can help the bookkeeper:

- Answer technical questions and solve difficult accounting problems
- Ensure that accounting best practices are followed
- Understand industry-specific bookkeeping requirements
- Maintain quality assurance processes

There is no additional fee for this service.

2. Backup Bookkeepers

If your bookkeeper needs to take time off, we can provide a bookkeeper to cover for them.

We will even help train them on your processes so they can hit the ground running. This training time costs you nothing.

3. Free Consulting For Your Firm

Bookkeeping firm clients get:

- Free marketing assistance
- Free process improvement consulting
- Free consulting on best practices and industry benchmarks

Contact for details.



Why Accounting & Bookkeeping Firms Love BooksTime:

- **All-star bookkeeping team:** We're extremely picky about who we hire, rejecting over 97% of applicants and carefully evaluating the rest to ensure they are knowledgeable, accurate, detail-oriented, fast, tech-savvy, and reliable. As a result, the average rating our clients give our bookkeepers is 4.7 out of 5 stars. We even have a [Satisfaction Guarantee](#).
- **Reduced recruiting and training costs:** Hiring new staff takes tons of time and energy. With BooksTime, adding a team member is as easy as sending a 1-sentence email – so you can get back to growing your firm.
- **Take on any client:** With a practically unlimited pool of bookkeepers who have expertise in a broad range of industries, you'll never have to turn away a client.
- **Only pay for what you need:** Every bookkeeping firm needs to deal with varying workloads. There are lots of factors: growth, seasonality, one-time projects, and the usual cyclical nature of bookkeeping. It can be hard to make sure you have enough staff on hand, without overpaying for hours you don't need during the low periods. Billing is hourly, so you only pay for what you need (unlike a salaried employee).¹
- **Reduced overhead:** Management saves time thanks to our in-house supervisors, expert advisers, and QA staff. Plus, you won't need to pay for employer taxes, benefits or insurance.

¹ Hourly rates are standard, but flat rates are also available for services with predictable workloads.



Specialty Industries

In addition to a team of highly qualified bookkeeping generalists, BooksTime can offer specialists in any of the following industries:

- Construction
- CPG
- E-Commerce
- Financial Services
- Franchises
- Government Contractors
- Law Firms
- Manufacturers
- Marketing Agencies
- Medical Practices
- Non-profits and Religious Institutions
- Personal and Family Bookkeeping
- Professional Services
- Property Management
- Real Estate
- Restaurants
- Technology Startups

Other industry specialists may be available – please contact for details.



Software Expertise

We can provide bookkeepers with expertise in the software below, as well as a few other applications. For most of the products that offer certifications, we have bookkeepers who are certified. Let us know if you don't see the software you use in the list below.

- Accounting Packages, including:
 - QuickBooks (all Online and Desktop products)
 - Quicken
 - Sage (most products)
 - Xero
 - FreshBooks
 - MindBody
 - Wave
 - NetSuite
 - Deltek

- General Office Software:
 - Microsoft Office
 - Google Suite

- Payroll Platforms, including:
 - Gusto
 - ADP
 - Paychex

- Expense Tracking Apps, including:
 - Expensify
 - SAP Concur
 - Abacus
 - Certify
 - Tallie
 - Shoeboxed



- Industry-Specific Software (examples):
 - Most major property management applications, including:
 - Yardi
 - Buildium
 - AppFolio
 - Law firm accounting and practice management tools, including:
 - Practice Panther
 - Clio
 - Aderant
- Bookkeeping Automation Tools, including:
 - Bill.com
 - Hubdoc
 - Receipt Bank
- Time Tracking Tools, including:
 - TSheets
 - Toggl
 - Harvest
 - Bill4Time
- Task Management Tools and CRM Systems, including:
 - Salesforce
 - Zoho
 - HubSpot
 - Bitrix24
 - Teamwork Projects
 - Asana
 - Trello
 - Basecamp
 - JIRA
- File Sharing Solutions, including:
 - ShareFile
 - Dropbox
 - Box.com
 - Google Drive
 - OneDrive



Getting Started

Getting started is easy.

1. Let us know if you'd like to give it a try: contact@bookstime.com.
2. We'll be in touch to confirm the details of your needs so we can assign bookkeepers with relevant experience and skills.
3. Your bookkeepers will be available by email, Skype, phone or any other contact method you prefer. (You can choose to either communicate with each directly or use the team manager as your primary contact.)

You will be able to add, remove or change your service plan at any time.



Pricing

You can choose between **volume-based hourly rates** or **flat rates**.

Hourly Rates:

Hourly rates range from \$35 to \$70 per hour, depending on the total number of hours you use per month. (The rates are discounted at higher volumes because we have found that the work gets much more efficient at scale.)

US Team:

- First 10 hours each month: \$70
- Hours 11-20: \$65
- Hours 21-40: \$60
- Hours 41 and up: \$55

European Team:

- First 10 hours each month: \$40
- Hours 11+: \$35

About the European Team:

Bookkeepers in our European offices have extensive experience in bookkeeping for US businesses and strong GAAP knowledge. The cost of living is lower in our European locations, so we're able to offer lower rates on their time.

Our standard approach is to have a combination of US and European bookkeepers on each engagement. That way, you get the best of both worlds: a primary contact in your time zone to oversee the engagement, plus the cost savings of having much of the bookkeeping being done in Europe.

Flat Rates:

If you prefer, we can come to agreements on flat rates for specific services and projects on a case-by-case basis. Just let us know the scope of work and we'll quote a flat rate.