BOSS®

Back Office Support System

Let us become your internal accounting department.

What is BOSS?

BOSS represents our all-inclusive small business accounting package. For an affordable monthly fixed fee, we will take care of your accounting tasks—including paying bills, balancing checkbooks, preparing payroll and payroll tax returns, producing W-2's, and providing helpful financial data along the way. All activity is facilitated online through our advanced web-based platform...offering ultimate convenience for you.

Take a moment to get to know BOSS. This cost-effective services package relieves you of the hassles associated with managing complex accounting tasks and the headaches that come with it.

Our Web Platform

CLIENT

FIRM

We make it easy!

We handle accounting tasks within a completely digital, paperless workflow. Our web-based platform offers convenience and real-time interaction with our firm.

The Value of BOSS

Our Back Office Support System provides you with the peace of mind that all your accounting needs are being managed by your trusted advisor. Allowing us to become your internal accounting department also eliminates the need for costly full-time bookkeeping staff.

Consider the day-to-day tasks that we can handle for you:

Process bills fast and easy.
Because all processing is accomplished online, we can return relevant information to you quickly.

Balance your checkbooks.
Through our secure website, you can access your checkbooks for up-to-the-minute views of your financial standing.

Provide complete and accurate payroll processing.
You can conveniently enter your payroll data online for processing. Once processed, we return paychecks, direct deposit remittances, and post employees' stubs to their own secure portals.

Create detailed statements and reports to keep you updated on your financial status.
Because your data is collected in real time via the web, we can offer you a current view of your financial status throughout the year.

KIRSCH CPA GROUP LLC

The Process...

We work with you to make sure that your BOSS implementation is smooth and virtually effortless. Implementation begins with a thorough assessment of your needs and follows with training. From there, we explain processing schedules.

Setup & Training

We meet with you to assess your accounting needs. Once determined, we instruct you on the information and data required to manage your back office tasks. Before full implementation, we also work with you to designate a point of contact (POC) in your office. We will train the POC on the process of providing our firm with the daily information required to generate your financial information. We also train your POC on how to use BOSS tools on our firm's website.

Processing Schedules

The following represents the level of work performed at each stage of processing.

Daily—Your POC sends bills to our firm. We process online and return to POC for approval and to schedule payment due dates.

Bi-weekly—Your POC sends payroll data for processing. Our firm issues checks, administers direct deposits, and posts employee pay stubs.

Monthly—Our firm reconciles your bank accounts and prepares journal entries.

Quarterly—Our firm files your payroll tax returns, including 941, 940, State and County withholding, and State unemployment.

Annually—Our firm files your annual W-2's and all copies to appropriate government agencies. We also prepare your business and personal property tax returns.

Ongoing—Our firm reviews your financial data throughout the year to ensure you have a clear understanding of your financial status at all times.

Contact Us Today

For more information on BOSS or other services, please contact our firm. We are happy to discuss how we can help you meet your business goals. We look forward to hearing from you.

513.858.6040 │ kirschcpa.com

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