

GOODRADIGBEE BOOKKEEPING

Professional Business Administration

Tired of the frustration of meeting your business compliance deadlines?

Anna Shannon Owner / Operator of Goodradigbee Bookkeeping for the past ten years in New South Wales is now based in Cambridge, Tasmania and can assist your business with -

- Processing business income and expenses
- Reconciling bank statements and credit cards
- Processing invoices for customers & suppliers
- Preparing payment of monthly supplier statements
- Payroll - setup / processing /administration
- BAS preparation and lodgement
- Direct Lodgement of TFN Declarations & PAYG Annual Summaries with ATO
- Lodgement of Superannuation
- Filing of financial information
- Mail collection and sorting
- General Ledger review
- Consultation re Accounting Software
- Setup of Financial Recording Systems
- Training in the use of MYOB or Phoenix
- Streamline processes for information exchange between client and accountant

**Onsite or Cloud Based
MYOB, Phoenix, Xero**

Contact Anna on 0428 583 558 or anna@goodradigbee.com.au

Registered BAS Agent, MYOB Certified Consultant, Member of the Institute of Certified Bookkeepers

