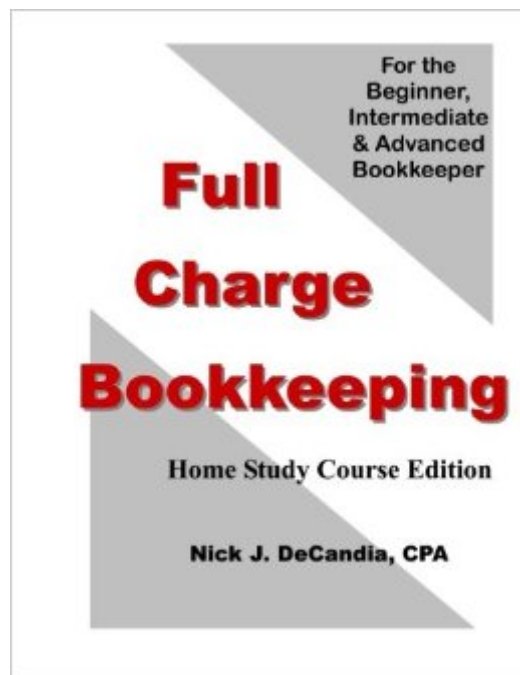


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# Full Charge Bookkeeping, HOME STUDY COURSE EDITION: For The Beginner, Intermediate & Advanced Bookkeeper



## Synopsis

Get the premier "how to" book on bookkeeping, written by a nationally published CPA, with extensive bookkeeping, corporate and public accounting experience! This how to book on bookkeeping: \*Covers all the Tasks [like Accounts Payable (A/P), Accounts Receivable (A/R), Payroll, Payroll Taxes, Financial Statements, Year-End Items...]. \*Covers all Topics (like Insurance, Industry specifics...). \*Includes Checklists (like the New Job Checklist & the Master Calendar). \*Includes All Forms a Bookkeeper Might Need (like Petty Cash Receipts, Record Retention Form, etc.). Book = 112 pages in 12 Chapters & 8 Appendices, 8.5" x 11" Home Study Course Edition = Book + 40 Page Study Outline + 20 Page Test Bank

What is a full-charge bookkeeper? A full-charge bookkeeper performs all of the bookkeeping tasks of any small business, including payroll taxes and monthly financial statements, with little or no supervision. About the only thing 'outsourced' is the corporate taxes - typically to a CPA. This book is written as a "manual" - walking you through each step of each task. Even covers topics like: \*Breaking Into This Field of Money Handling, \*Questions to Ask During The Job Interview, \*Getting Organized When Hired, \*New Job Checklist. - - CERTIFICATION: Give your career a boost. Become a "Certified Full-Charge Bookkeeper". >Benefits include: \*Certificate (suitable for framing), \*Wallet card, \*List on employment applications, \*Independent verification of your Certification for potential employers, \*Confidence to know your knowledge is where you want it to be, \*Title that garners respect. - - Certification Exam: >100 true/false, multiple choice questions >open book >no time limit (but must be completed in one sitting) >cost of exam: \$35. - - Visit: [www.Full-ChargeBookkeeping.com/Certification](http://www.Full-ChargeBookkeeping.com/Certification), for more information, and to access exam. - - [www.Full-ChargeBookkeeping.com](http://www.Full-ChargeBookkeeping.com)

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## Customer Reviews

Well explained, and very thorough on what a bookkeeper typically does and what the tasks are when hired on a gig. I have developed an interest in doing bookkeeping, so I have studied intently on knowledge, but with no idea what exactly I need to do when hired on a job. This book does a good job highlighting a checklist of what needs to be done, from when you're hired to when you do the daily tasks as bookkeeper. There are appendices that are very useful, including a schedule of tasks called the Master Schedule which allows the reader to know what to expect deadline-wise. Many forms and even a brief overview of bookkeeping topics, though I'd recommend one to learn accounting and bookkeeping before considering this book. Highly recommended!

I like how the author wrote this book - very easy to follow, step-by-step instructions from the moment you get hired as a bookkeeper, and to what to do if you walk into a bookkeeping mess. I suggest this book to anyone wanting to know more about the general process and work flow of a bookkeeper.

I love this book. It should be titled, "Okay, Now I Am a Bookkeeper, Where Do I Start? And Please Be Specific!" And that is exactly what it does. Highly recommended.

If you need this book, find another job. It was written for someone with zero business experience, and has to do books manually. I gave it two stars because it probably could have been of some use back in the early 90's, when it was written.

Really touches on the basics but is comprehensive. States the obvious and sometimes that is necessary. The Information file, master schedule of tasks and paper file organization are all described in this book.

This is a good book for learn more about bookkeeping. I recommended 100%. I finish my bookkeeping course in Penn Foster and this book help me a lot to understand situation that I don't find in others

books.

Great book for accountants who want to be a full charge bookkeeper in any industry either small or large. It also list the levels of what beginner, intermediate and advanced can and cannot do. However, this book warns that it doesn't provide specific procedures of software used because there are different types out in the real world. On the other hand, it explains clearly what kind of duties are done for specific tasks that needs to be done. Great for accounting, finance and non-accounting students, interns, and everyone in the accounting, finance and business related industry.

I love this course! I wish I had it, when I was starting out as a bookkeeper. In one semester (~13 weeks) with just 3 hours a week you cover everything you need to know in full-charge bookkeeping. And the course breaks it down so nicely - into 10-15 minute one-page outlines and 10 minute Q & A sessions!

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