SurePrep Staffing

The Answer to Your Staffing Needs

Benefits

• Staff for average workloads and increase your realization
• Convert your accounting practice to a variable cost structure
• Grow without increasing staff
• Improve client service through faster turn around
• Eliminate your HR headaches
• Reduce overhead costs and increase profits
• Allow your professionals to focus on reviewing work and client interaction
• More effective utilization of computing resources

How It Works

• SurePrep staff are hired for specified period of time or specific number of hours
• Staff are assigned based on required skill sets, prior experience and availability
• SurePrep staff are trained on the tasks they are to perform and the software they are to use
• Staff log into your computers while you are not using them
• Client data never leaves your computers
• Staff activity is directed by your firm and managed by SurePrep
• Ability to assign multiple projects simultaneously
• The staff works primarily at night while you are sleeping
• Staff workday will overlap with your workday to facilitate communication
• Communicate with staff electronically or via the telephone

Examples of Engagements

• Back office accounting and bookkeeping
• Year-end planning
• Corporate and partnership tax return preparation
• 1040 and 1041 return preparation through busy season with an Annual Contract
• Processing on tax software packages not supported by SurePrep
• Payroll processing
• Special projects – excel worksheets, audit support, data entry
• Basic administrative and accounting functions (aging reports, summarizing data...)
• K-1 input for large partnership and trust returns

Pricing

• Hourly, Project, Monthly and Annual pricing offered
• As little as $12 per hour
• Please contact us at **800 805-8582 x3** for more information