

We **TAKE CARE** of your office,
So you can take care of **BUSINESS**.

YOURoffice is a full-service accounting solution that offers small businesses relief from daily accounting hassles. We function as your internal accounting department, handling all of your complex and time-consuming accounting tasks and freeing you to focus on the heart of your business.

YOURoffice can pay your bills, record deposits, furnish financial statements, prepare payroll and payroll tax returns, produce W-2s, prepare tax returns, and supply valuable financial and tax analysis and advice throughout the year. You can also include our Human Resources and Information Technology support as a part of **YOURoffice** solution.

YOURoffice can be scaled to fit the needs of your business and is billed at a flat monthly rate- giving you the freedom to contact us whenever you need us. We have assembled a team of professionals with years of experience working for businesses just like yours.

Experience. **VALUE**. Integrity.

Dopson
& **ASSOCIATES** PLLC
Certified Public Accountants

- Accounting
- Payroll
- Human Resources
- Information Technology

CALL US TODAY for a consultation.
304-264-0437
217 W. Burke Street, Martinsburg, WV 25401
info@dopsoncpa.com

We've got an
ANSWER to all of
the madness!



YOURoffice 
A complete back office solution.

A Service of Dopson & Associates, PLLC

FEATURES

YOURoffice
A complete back office solution.



Basic

Standard

Premier

	Basic	Standard	Premier
General Ledger			
-Reconcile Bank Accounts	✓	✓	✓
-Reconcile Electronic Transactions	✓	✓	✓
-Reconcile Credit Card Accounts	✓	✓	✓
Payroll			
-Prepare Payroll		✓	✓
-Submit Payroll Taxes to Agencies		✓	✓
-Prepare Payroll Tax Returns		✓	✓
-Provide Employee Pay Stubs		✓	✓
-Provide Employee Access to Electronic Pay Cards		✓	✓
-Prepare W-2's		✓	✓
-Pension Remittance		✓	✓
Accounts Payable			
-Process Bills and Vendor Payments			✓
-Track Credit Card expenses and Receipts			✓
-Prepare 1099's for Contractors			✓
Tax			
-Tax Preparation	✓	✓	✓
Human Resources			
-Maintaining Employee Manual			✓
- Onboarding/Offboarding Employees			✓
-Employee Relations Support			✓
-Maintaining Employee File			✓
-EEOC and DOL Support			✓
Information Technology			
-Information Security Plan			✓
-Security Monitoring and Updates			✓
-Remote Access to Accounting Records			✓
-Secure Cloud Storage of Accounting Documents			✓
Coaching			
-Prepare Monthly Financial Statements		✓	✓
-Prepare Monthly Budget Reports		✓	✓
-Tax Planning		✓	✓
-Business Start-up Consulting		✓	✓
-General Business Consulting		✓	✓
-Hire/Fire Process for Employee Management			✓