

What You Need Before You Hire Your Next Bookkeeper

Business owners have a lot on their plate already, and knowing that their finances are being managed closely can provide a sense of relief and mental bandwidth to (re-)focus on other important things.

Determining the need is easy, but getting started is often the hardest part.

We're here to help! Use the checklist below as a guide to getting started. Check each item as you gather the information and get one step closer to working with your next bookkeeper.

You'll regain your peace of mind – and wonder why you waited so long.

- All bank information (*read-only logins*)
- Login to cloud-based accounting software
- File-sharing platform (ie DropBox, Google Drive, etc)
- Most current financial reports, if applicable
- List of Assets and Liabilities
- Annual budget
- Payroll information
- Business Profile: What does your business do and what are your growth goals?

All set? Let [BELAY](#) find the bookkeeper that's right for you. Our proprietary matching process will ensure we find the *right* person to help you scale & grow *your* organization.