



ETJ Accounting & Payroll Services, LLC

Bookkeeping Services

DEBBIE GIROUX
Owner

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I help small business owners, churches, and non-profits succeed by providing services and training that enable owner/executives to have timely, relevant, and reliable financial information.

ETJ...Enjoy The Journey. My goal is to provide you with solutions that free you up to achieve your dreams.



Visit me at
www.etjaccounting.com

- Level 1 (Do It Yourself) – I will set up your books and train you. Assist with questions as needed.
- Level 2 (Assisted) – Level 1 plus I will complete your adjusting entries and monthly financial reports and provide analysis.
- Level 3 (Full Service) – Level 2 plus I will account for your sales, receipts, purchases, & payment transactions, and reconcile bank accounts & credit cards.

Payroll Services:

- Level 1 (Do it Yourself) – I will train you. Assist with questions as needed.
- Level 2 (Intermediate) –maintain employee payroll records including deductions for insurance/pension/etc., process checks.
- Level 3 (Full Service) Level 2 plus I will submit payroll taxes, prepare quarterly payroll forms (941), and year end W-2s and 1099s.

Add On Services:

- Budgeting
- Employee Benefit Administration
- Part-Time CFO/Controller
- Consultations

About Me

- 30 years' experience in bookkeeping, financial reports, cash flow management, payroll tax, personnel administration, benefits management, budgeting and business analysis.
- B.S. Management & Finance (Former designations: CLU, ChFC, NASD Series 22 & 6.)



*Will utilize other financial reporting software upon client's request.

“...In just a few days she took a bookkeeping nightmare and prepared accurate financial reports....she is efficient, proactive, and responsible...not only are her job skills outstanding, but she possesses exemplary moral character as well.” Anella Oakes, Isle of Faith Child Development Center