



THE
OAKLEY
GROUP

ACCOUNTING & HR SERVICES

591 Mantua Blvd, Suite 201, Sewell, NJ 08080
856.491.2060 • theoakleygrp.com

Accounting Services

Vendor Management:

- Expense Entry
- Bill Entry
- Bill Payment
- Drafting Purchase Order
- AP Analysis
- Credit Management
- Check printing and send payment
- ACH Bill pay management
- Maintain Vendor communication
- Ensure payment breakouts
- Setup and Maintain vendor portals

Customer Management:

- Invoicing
- Create Estimates
- Sales Receipts
- Managing Credits
- Bank Draft & Receive Payments

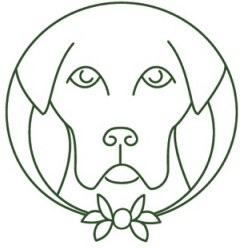
Account Management:

- End of Month Reconciliation
(Bank, Credit Card, Loans,)
- Review uncleared transactions
and Bad Debt
- AR Collection
- Maintain prepaid schedules
- Maintain Depreciation schedules
- Review Monthly variance –
Vendors and Budget (Expense vs Asset)
- Maintain Income
- Manage WIP
- Managed deferred revenue
- End of Month Close
- Correspondence with outside
Executives
- Correspondence with inside
Executives
- Attend Finance Meetings

- Quarterly Close
- Prepare monthly financials
- Create and Maintain Budgets
- Inventory Management
- Audit Assistance

Other:

- Bank Deposits
- Cash Flow Management
- Work Paper Management
- Daily Transaction Reconciliation



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Accounting Services

Payroll:

- Maintain employee expense reimbursements
- Payroll reporting
- Maintain payroll entries
- Retirement plan and discretionary payments
- Maintain commission and bonus payments
- Contractor payments
- Time Sheet management

Business Services

- Assist with and maintain insurance policies
- Assist with contractor Management
- Assist with business agreement RP, MSA, BBA
- Assist with business processes and policies
- Financial system build out
- System Integration

HR Services

Employee/Personnel:

- Employee on boarding
- Staff augmentation assistance
- Development of handbook and in-house policies
- Personnel file management
- HR-Hotline services
- Assist with and maintain employee insurance policies
- Employee termination & offboarding
- Employee relations support