



# **Full Charge Bookkeeping, HOME STUDY COURSE EDITION: For the Beginner, Intermediate & Advanced Bookkeeper**

*Nick J. DeCandia CPA*

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## **Full Charge Bookkeeping, HOME STUDY COURSE EDITION: For the Beginner, Intermediate & Advanced Bookkeeper** Nick J. DeCandia CPA

Get the premier "how to" book on bookkeeping, written by a nationally published CPA, with extensive bookkeeping, corporate and public accounting experience! This how to book on bookkeeping: \*Covers all the Tasks [like Accounts Payable (A/P), Accounts Receivable (A/R), Payroll, Payroll Taxes, Financial Statements, Year-End Items...]. \*Covers all Topics (like Insurance, Industry specifics...). \*Includes Checklists (like the New Job Checklist & the Master Calendar). \*Includes All Forms a Bookkeeper Might Need (like Petty Cash Receipts, Record Retention Form, etc.). Book = 112 pages in 12 Chapters & 8 Appendices, 8.5" x 11" Home Study Course Edition = Book + 40 Page Study Outline + 20 Page Test Bank

What is a full-charge bookkeeper? A full-charge bookkeeper performs all of the bookkeeping tasks of any small business, including payroll taxes and monthly financial statements, with little or no supervision. About the only thing 'outsourced' is the corporate taxes - typically to a CPA. This book is written as a "manual" - walking you through each step of each task. Even covers topics like: \*Breaking Into This Field of Money Handling, \*Questions to Ask During The Job Interview, \*Getting Organized When Hired, \*New Job Checklist. - - CERTIFICATION: Give your career a boost. Become a "Certified Full-Charge Bookkeeper". >Benefits include: \*Certificate (suitable for framing), \*Wallet card, \*List on employment applications, \*Independent verification of your Certification for potential employers, \*Confidence to know your knowledge is where you want it to be, \*Title that garners respect. - - Certification Exam: >100 true/false, multiple choice questions >open book >no time limit (but must be completed in one sitting) >cost of exam: \$35. - - Visit: [www.Full-ChargeBookkeeping.com/Certification](http://www.Full-ChargeBookkeeping.com/Certification), for more information, and to access exam. - - [www.Full-ChargeBookkeeping.com](http://www.Full-ChargeBookkeeping.com) [www.Full-ChargeBookkeeper.com](http://www.Full-ChargeBookkeeper.com) Den Publishing Company It's Amazing What You Can Accomplish In A Den! Our Pledge: The Best Products At The Lowest Prices Possible, With Outstanding Customer Service. - -

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