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McCANN'S BOOKKEEPING & TAX SERVICE Virtual Office Assistant Service



What is a virtual assistant?

Virtual assistants are individuals or companies who work remotely to provide a range of products and services — in our case, bookkeeping and accounting — on a by-need basis to a diverse array of clients.

Virtual assistants are designed to meet the needs of busy business owners, entrepreneurs, and self-starters who want to combine expert insight on tax and bookkeeping matters while maintaining the flexibility and independence that makes your business successful.

Why should I have a virtual assistant?

It's pretty simple, really. It comes down to money and convenience. A full-time administrative assistant can cost anywhere from \$35,000 to \$50,000 or more. That's a hefty price to pay if you don't need someone around all the time, or if you only need help on a few project.

A virtual assistant makes ends meet by working for multiple people. So, you can hire help only for the hours or tasks you need them for. As a business owner who wears lots of different hats, this can come in very handy — and save you time, money, and energy.

What can a virtual assistant do for me?

While you can hire a VA to do just about any job that you need outsourced, McCann's has a particular skill set developed from 15 years as a sole proprietor working with small businesses in this area. The services I have to offer, include but are not necessarily limited to:

- *Spreadsheet setup and maintenance*
- *Database setup and maintenance*
- *Budgets*
- *Sales tax online for all 50 states*
- *Shredding Services [\$10.00 per box]*
- *Square set up*
- *Inventory Reports*
- *Billing using TeamViewer*
- *QuickBooks training*
- *Research*
- *Project management and timelines*
- *Background checks*
- *Client surveys*
- *Marketing plans*
- *Business plans*

How much does a virtual assistant cost?

We understand busy schedules. We understand needing to stay in a budget.

Our Virtual Office Assistant services are billed out in either an hourly rate of \$30.00 or by the project. Contact us via email and let us know what projects you need for us to get started on at **cheryl@mccannsbookkeeping.com**.