



# Bookkeeping & Payroll

## STREAMLINE YOUR BUSINESS OPERATIONS

At SEK, we understand the complexities of managing financial operations. Our accounting services team, with extensive knowledge of federal, state, and local tax regulations, provides tailored payroll and bookkeeping solutions to meet each client's unique needs. Whether your business operates locally or across multiple states, we offer both on-site and remote support to ensure your financial processes are efficient, compliant, and optimized for success.

With over 60 years of experience, SEK delivers flexible, customized services designed to address the specific challenges of your business. Our team leverages the latest accounting technology to manage your payroll and bookkeeping with precision, streamlining your financial operations for maximum efficiency.

## CUSTOMIZED SOLUTIONS THAT WORK FOR YOU

### Payroll Services

Our dedicated payroll specialists provide a suite of services designed to alleviate the burden of payroll management, so that you can dedicate more time and resources to core business activities. Here's how we can help:

- **Tailored Payroll Services:** From processing to tax filing, we design solutions that fit your business perfectly.
- **Employee and Employer Portals:** Secure 24/7 access to payroll documents, enabling employees to manage their hours, access W-2s, and adjust withholdings effortlessly.
- **Integration with QuickBooks and Sage 50:** Simplify your payroll management with seamless electronic transfers to and from your SEK payroll specialist.

### Bookkeeping Services

Our accounting services team ensures accurate and up-to-date financial records, helping you to make informed decisions and plan strategically. Here's what we offer:

- **Comprehensive Bookkeeping:** Complete management of your financial transactions, from general ledger entries to bank reconciliations and financial statement preparation.
- **Financial Reporting:** Tailored reports that give you a clear picture of your business's financial health, helping you to make smart decisions.
- **Software Setup and Training:** Expertise in QuickBooks and Sage 50, including setup, training, and ongoing support, enhancing your financial management tools.

## ENHANCE YOUR FINANCIAL OPERATIONS TODAY

Our team is here to streamline your payroll and bookkeeping, allowing you to focus on growing your business. With SEK, you can count on efficiency,

## TEAM LEADERS

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accuracy, and strategic insights that propel your business forward. Contact us today to experience the difference expert support can make for your success.

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