

Weekly Newsletter

We are proud to announce we will be publishing a weekly newsletter focused on addressing small business needs. We will provide useful articles and tips to help get your business to where you want to be.

We also encourage you to follow us on social media to stay up to date on business trends.

Why Outsource Administrative Tasks for your Small Business

Do you own a small business? Do you dislike the mundane administrative tasks? Do you just want to focus on your product or service? If you answered yes to all of



these questions, outsourcing your administrative needs may be the right choice for you. Outsourcing administrative tasks allows you, the business owner, to focus on addressing customer needs and providing the best quality goods and services. There are a wide variety of administrative tasks you can outsource. This article will outline the top 3 administrative tasks you can outsource for a low cost, all while keeping you focused on the most important aspect of your business, the customer.

1. Accounting/Bookkeeping

Accounting and bookkeeping takes valuable time away from serving your customers. A bookkeeper will; update your bank accounts, perform reconciliations, manage accounts receivables and accounts payable, track your

financial performance, etc. Bookkeepers also maintain contact with your professional accountant and assist with end of year preparation and make sure taxes are being filed appropriately. You will no longer have to worry about the headache of managing the day to day, but can be sure your finances are in good hands.

2. Human Resources

Human resources is an every changing landscape. There are often new rules and regulations released for employers to follow however you may not always be aware of these updates. Outsourcing your human resource needs may provide some relief in managing these changes. An administrative professional can assist with; hiring, firing, new hire documentation, employee manuals, payroll processing, and employee benefit management services. While staying in touch with your employee and their needs must remain a priority, these tasks can easily be managed by someone else.

3. Auditing

Auditing is a very important and necessary process. Your business should conduct biannual audits to include: internal, banking, product, equipment and compliance. The types of audits most important to your business may vary depending on your business type; however, it is crucial you complete these in order to verify your business is operating in the most cost efficient way.

There are several additional business services that can be managed through outsourcing; however, these are three primary business functions you can relive yourself of simply by hiring an administrative consulting firm like Business Management Experts, LLC.