



GINA PAREDES

2 Corinthians 8:21 (NLT)

We are careful to be honorable before the Lord, but we also want everyone else to see that we are honorable.



Accounting and Administrative Assistance:

Are you looking to streamline the accounting process, and ensure proper financial data and practices are kept? Gina Paredes can assist or train you to achieve that through financial and administrative coaching offered by Live with Purpose Coaching. By analyzing what is already in place, we can identify issues and perform research on the best solutions in order to establish efficient workflows.

We work by personal introduction by a coach on our team only with existing clients of Live with Purpose Coaching. We also work on select days typically only in the 2nd half of the months on a scheduled basis, so if you are willing to be patient and scheduled in getting the help you need, we typically start off by having a consultation as a part of your next coaching session with you, your coach and Gina.



Here are the areas of focus that she can help your business with:

- Setting up and Implementing the Pay-Per-Performance System
- Financial Reporting
- General Bookkeeping
- Accounts Payable
- Accounts Receivable
- Bank Account Reconciliation
- Budget Preparation
- General Ledgers
- Clerical and Administrative Support (Setup / special projects)
- Payroll
- Sales and Payroll Tax Fillings
- Recruiting Assistance

We typically charge \$40/hour for her consulting work including 1-way for drive time if applicable. Depending upon size and scope of requests, this is subject to change and discussion.

She is also able to come along side and help any new or existing staff you have take over anything she establishes so they can help you long-term. If you would like to setup a consultation call us at: **717-283-2377** or e-mail us at: **info@livewithpurposecoaching.com**. To your success!

