



## Engagement Snapshot

- Handled preparation of chart of accounts for an interior designer firm in UK which had a complex accounting system and multiple offices
- Managing investment accounts in various currencies for one of the leading investment firms in Nigeria
- Preparation of depreciation schedules using Fixed Assets Manager and Fixed Assets Solutions for a CPA firm in the US
- Reconciliation services for accounts receivable and accounts payable (between books of accounts and internal control tool) for a large California based immigration firm
- Generating weekly invoices utilizing Time Tracker Software for a legal firm in the US
- Preparing depletion schedules for a large oil and gas company located in Texas

## Client Testimonials

Brickwork provides top notch accounting and outsourcing solutions. You are in the best of hands when you choose to work with Brickwork. Their communication and attention to detail is far superior to any US firms that I have worked with.

- Ryan Born, CPA, Founder, Audio Micro Inc

Brickwork accounting team is an excellent technician, and was patient with my inexperience on Skype and Outlook. The reconciliation is a huge load off my mind and we are looking forward to an ongoing relationship with him and Brickwork.

- David Alcorn, Principal, Pacific Capital Advisors

Fantastic expertise. I needed work done in my book keeping (QuickBooks), and analyst proves to be more than I expected! He was very professional, on the top of things, he actually, had me get my act together when I was forgetting to leave my machine online. I ran out of my credit hours and I already purchased another batch since I am convinced that I cannot find such a top service, and accounting expertise anywhere else.

- Gabriel Bucataru (Gabriel), Gabriel Sound Garage

**Brickwork India**  
REMOTE EXECUTIVE ASSISTANCE™

# Accounting Services



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How can our virtual accountants **support your CPAs?**

Would you like us to reconcile your **books of accounts?**



[www.brickworkindia.com](http://www.brickworkindia.com)

## About **Brickwork India**

Brickwork offers integrated services – virtual assistance, research assistance and IT services – all under one roof. Brickwork India's clientele is across industries world over including large corporations, Fortune 500 companies, SMEs, individual professionals, and entrepreneurs.

Brickwork India was founded in 2005 by Vivek Kulkarni a Wharton MBA graduate, with 30 years of experience in managing different verticals of business and government departments. Vivek pioneered the concept of Remote Executive Assistant (REA™) in early 2005, to provide business assistance at an affordable price to SMEs and professionals. This concept found instant worldwide recognition including the New York Times best seller 'The World is Flat' by Thomas Friedman, 'The 4 Hour Workweek' by Tim Ferris, and recently in Knowledge@Wharton, as well as in several international magazines and TV shows.

### **About Accounting & Taxation Support**

Brickwork's Accounting and Taxation Support team provides an array of services in bookkeeping, accounting, and taxation to CPAs, accounting firms, entrepreneurs, and individuals. Our qualified accounting professionals have a minimum of five years of international accounting experience, and can provide valuable support to your existing accounting department or act as a virtual accounting team depending on the level of support you need. Once we understand and get familiar with your books of accounts and accounting procedures, we can start handle all your routine day-to-day tasks such as preparing Invoices, updating bills, applying customer payments to invoices, issuing checks to outstanding bills, updating and reconciling bank and credit card transactions, maintaining accounts receivable and accounts payable, handling complex accounting systems for multiple location-based organizations and also supporting the preparation of US tax returns for CPAs.

## **Below is a range of support that our REAs provide to clients across the globe:**

### **Book-keeping Services**

- Accounting Software Setup
- Preparing Chart of Accounts
- Accounts Receivable (AR)
- Accounts Payable (AP)
- Bank & Credit Card Reconciliation (BRS)
- Inventory, Payroll
- Fixed Assets & General Ledger

### **Accounting Support Services:**

- Books cleanup
- Monthly, Quarterly, & Year-end Reviews
- Preparing Financial Statements
- Preparing Adjusted Trial Balance
- Generating Reports (Book & Tax Purposes)
- Management Reporting
- Financial Analysis

### **Taxation Support Services (only for US CPAs):**

- Form 1120 (Corporations)
- Form 1120S (S Corporations)
- Form 1065 (Partnerships)
- Form 1040 (Individuals)
- Form 1041 (Trusts & Estates)

### **Accounting Software**

QuickBooks, Peachtree, MYOB, Quicken, Sage, NetSuite, Simply Accounting, etc.

### **Taxation Software**

Go-system, Drake, Pro-Series, Pro-System, Pro-FX, Turbo Tax, Ultra Tax Lacerte, ATX, etc.

## **Tax Support Preparation Process:**

The following is the process followed for tax preparation (Only for CPAs):

### **CPAs' Responsibilities**

1. Send us the scanned source documents, organizers and tax preparation instructions from your clients
2. Provide tax software access through Could9 or Remote Desktop Process (RDP) and provide login credentials for access
3. Review tax returns prepared by us

### **Brickwork Responsibilities**

1. Tax preparer prepares the tax return and updates the current year's working papers
2. The reviewer reviews the tax return and makes a list of open items
3. We update work status on a day-to-day basis for you
4. Move the completed files (workings) from the local system to Client FTP or Server for review

## **Brickwork Edge**

### **Data Security**

- Stringent data and IP protection measures
- Non Disclosure Agreements

### **Delivery Process**

- 24 X 7 real time assistance
- Quality and client feedback process
- Established delivery systems and procedures for work flow continuity

### **Skill Sets**

- Analysts with accounting degrees + advanced masters qualifications
- Minimum 5 years international accounting experience

### **Cost Savings**

- Reduce operational, infrastructure and labor costs by up to 75%
- Eliminate expensive databases, software & hardware costs