

# **Complete *Financial and Business* Solutions**

## **Administrative Duties**

Bookkeeping and financial records are crucial in running a successful business. Any business owner knows there is a lot more to running a business though. Complete Financial and Business Solutions can also assist you with the little administrative jobs that tend to get put aside until later. Following is a list of these little jobs we can assist you with:

- Database design and maintenance;
- Filing and shredding;
- Maintaining adequate office supplies;
- Customer/Vendor records;
- Inventory maintenance;
- Appointment/ staff scheduling; and
- Scanning/archiving important documents.