

What to Look for in a Bookkeeper

- ❑ **Ask for Referrals:** Talk to other business owners to see who they use. Finding someone who others enjoy working with is always one of the best ways to find help for your business.
- ❑ **What Is Their Experience/Education:** Although you may not necessarily need a college graduate, you do want some combination of experience and education that gives you assurance they can keep your books appropriately. And choosing between experience and education, experience certainly will go a long way.
- ❑ **Comfortable with Online Systems:** As a business owner, you want a bookkeeper who is comfortable on the Internet and can learn how to extract reports from your shopping carts, accounts, etc. Experience with PayPal and other online processors is also helpful.
- ❑ **Software Needs:** If you currently use a certain type of bookkeeping software for your bookkeeping, ensure your bookkeeper could take over with the same program.
- ❑ **Currency Conversions:** If you operate in more than one currency, ensure your bookkeeper is comfortable with that type of work.
- ❑ **Understand the Pricing:** Bookkeepers generally charge per hour, but might offer you a monthly package price. Be sure to understand what you're getting into before getting started.
- ❑ **Check References:** Because your bookkeeper will have access to so much personal and business information, it's important to check on any references provided. You should also search on Google for any reviews of their service.

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