

For the
Beginner,
Intermediate
& Advanced
Bookkeeper

Full

Charge

Bookkeeping

Home Study Course Edition

Nick J. DeCandia, CPA

Business / Bookkeeping

Full-Charge Bookkeeping, *For the Beginner, Intermediate and Advanced Bookkeeper* is powerful - real world and well written. It's a manual that covers all of the terminology (new words defined in both the chapter and glossary), tasks (such as Accounts Payable, Accounts Receivable, Payroll & Payroll Taxes), topics (like Insurance and Industry specifics) and forms relevant - from the job interview to Financial Statements, and more!

What is a "full-charge" bookkeeper? A full-charge bookkeeper is one who performs all of the bookkeeping tasks of any small business, including payroll taxes and monthly financial statements, with little or no supervision. The only thing outsourced is the Corporate Taxes - typically to a CPA.

The Home Study Course Edition Covers All 12 Chapters In a One-Semester Course,
Including A 40 Page Study Outline and 20 Page Test Bank!

Testimonials

"It's really a very good book." -R.D., Full-Charge Bookkeeper

"It's fabulous (and I've taken a bookkeeping course)." -C.D., A Former Bookkeeper

***"Wow. I'm impressed with the organization of it. - It's very well put together.
I can't say enough."*** -R.N., Preschool Director

***"It's excellent! ... It seems to be quite thorough, which indicates a lot of hard work on
your part, GOOD JOB!"*** -F.S., Engineer

***"You've done such a great job giving the step-by-step and providing practical pointers
that people would want to have... Very nice work overall!"*** -D.D., Attorney

***"It's good. I think you really have something for the emerging business.
And I love the forms."*** -A.S., Business Owner

"It's good..., right-on and good." -G.H., CPA & Controller

ABOUT THE AUTHOR

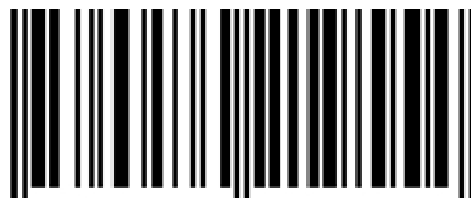
Nick DeCandia is a nationally published CPA, with extensive bookkeeping, corporate and public accounting experience. With Degrees in Business & Engineering, Nick's written many bookkeeping / accounting procedures for various employers, in addition to the Strategic Finance magazine article, "The New Face of the IRS".



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