

# MERCURY

**BUSINESS ASSOCIATES**

## why **MERCURY**

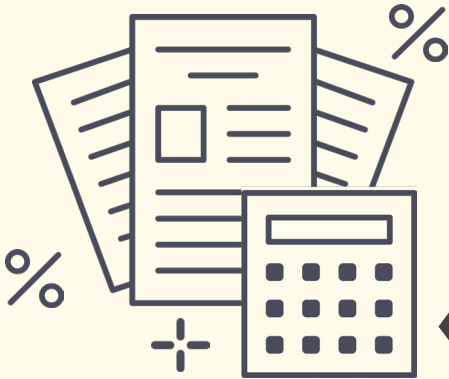
Our Mission is to provide our business owners with the financial management support they need to run their small and medium size businesses. While most entrepreneurs have the ideas and direction for their company, we provide the financial and system foundations to help them flourish.

We are here not only to perform the bookkeeping and accounting, but also to provide financial and management insight. We keep the financial reporting organized, on time and simple, so that it's easily understood and can be utilized in making sound business decisions.

## our **ADVANTAGE**

- + Our employees are professional, experienced and conduct business with the highest integrity.
- + We are a team of accounting and financial professionals, so we can provide any depth of support you may need.
- + We grow with you. We eliminate your search for additional accounting staff.
- + We offer the flexibility of working on site or off. We offer pick-up and delivery services for off site processing.

# our SERVICES



## Bookkeeping and Accounting

- + Bank Account Reconciliation
- + Credit card Reconciliation
- + Bill Paying
- + Invoicing
- + Payroll posting and reconciliation
- + Filing Systems
- + Sales & Use Tax Reporting
- + Maintain Vendor Accounts
- + Maintain well working relationship with your CPA

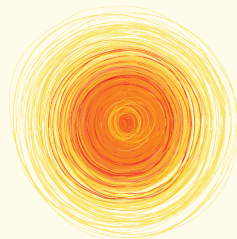
## Financial Services

- + Financial Statement Reporting
- + Develop Budgets and Monitor performance (Budget vs. Actual Reporting)
- + Expense Analysis
- + Internal Cash Flow Management
- + Insurance Coordination and Audits
- + Prepare Executive Summaries for Boards, Banks and/or Owners
- + Develop Policies and Procedures for accuracy and financial integrity
- + Assist in obtaining Lines of Credit
- + Compliance with Bank Covenants



*It's our business to support  
your business*

Fairfield, Westchester and Manhattan



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# who **WE ARE**

Businesses need financial understanding and support in order to succeed. Started in 2005 by President and Owner, Michele Johnson, Mercury Business Associates provides outsourced, dependable bookkeeping and financial reporting for each client depending on their needs.

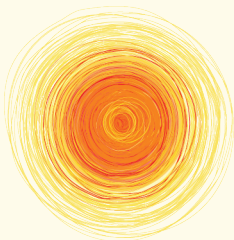
We supply ongoing monthly, quarterly or annual financial support, as well as emergency or project based requests.

We are a frequent source for CPA firms whose clients are in need of financial organization and reporting for current or prior tax returns.

Mercury Business Associates employs resourceful individuals utilizing only the most ethical and best practices in business today. We get the work done well and on time and we don't just stop at the numbers, we look behind them for cost cutting efficiencies and hidden profitability. We are always looking for better ways to get things done.

## about **MICHELE**

Owner Michele Johnson has been helping businesses run for over 25 years and has the expertise and resources to solve today's business challenges. She has BS Accounting and an MBA in Finance.



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