

Small Business Services Group Overview

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Cottrill, Arbutina Professional Services provides a broad range of accounting and consulting services for businesses, government entities and not-for-profit organizations.

The firm's Small Business Services Group specializes in addressing the challenges of small business owners in Western Pennsylvania by providing QuickBooks® financial software consulting, payroll services, general business consulting and outsourced bookkeeping.

QuickBooks Financial Software Consulting

We show clients how to use and understand the program at your place of work. No need to take your staff off site and attend an expensive seminar. Ask your questions and receive helpful, accurate answers from our team of certified QuickBooks Professional Advisors. It will improve your bookkeeping processes and assist you in obtaining better information and reports from QuickBooks. Better information means better decisions regarding the growth and development of your company.

Outsourced Payroll

The number of small and medium size companies who are now outsourcing their payroll services has risen dramatically in the last several years. Why? Because business owners have discovered that it is better to be focused on the 'money making' tasks in their area of expertise, rather than on the task of processing payroll.

Outsourced Bookkeeping

Outsourcing your bookkeeping may offer the following advantages: no hassles hiring, retaining, and managing your accounting staff; the work is done accurately by accounting professionals; and can result in cost savings as work is processed quickly and efficiently.

General Business Consulting

Many managers and owners today are simply too busy "putting out fires" to take time to evaluate key elements of their business. Cottrill Arbutina can appraise the overall business operation with emphasis on improving efficiency and reducing operating costs. This includes analyzing expenses, including payroll, insurances and utilities as well as key processes affecting financial performance such as accounts receivable and accounts payable.

Call Cottrill Arbutina today at 724-843-0165 ext.144, and ask to speak to Tom Helsing, or one of our other specialists in the Small Business Services Group. Be sure to visit our website at www.cottrillarbutina.com.