

Steph's Bookkeeping Service, Inc.

Monthly News

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Our monthly newsletter is included with your monthly invoice,
as well as viewable on our newly updated web site www.stepsbookkeeping.com

Fee Increase

Due to the substantial increase of office, supply and labor expenses, I have found it necessary to increase our office rate for the first time in over five years. Effective March 1, 2014 our hourly rate will increase from \$45/hour to \$48/hour.

We are grateful for your continued patronage, and are looking forward to a fantastic year with you!

2013 Tax Preparation

The following is a list of some of the things you can provide to our office in preparation for tax completion:

- Cash receipts
- Asset purchase paperwork
- Draw/Contributions
- Any deposits that were **not** income (i.e. shareholder or owner investments)

This is just a start for many of our clients. Contact us for any assistance you may need.

Credit Dispute Service

Steph's Bookkeeping Service offers credit dispute services to help remove negative ratings on your credit file with little effort on your part. To get on the road to better credit, contact us today.

Notary Services

We are happy to offer Notary Services to our clients. Please contact our office if you are in need of a Notary.

Featured Business

J. CRUZ ENTERPRISES, INC

With spring approaching, you may be planning updates or repairs to your home. Let the team at J. Cruz Enterprises, Inc. facilitate your home remodeling. From flooring to tile, and from bathrooms to kitchens, J. Cruz can carry out any size project.

Steph has personally used J. Cruz's services, and couldn't be happier with the results.

To view some of their completed work and for more information, visit jcruzenterprises.com. You can contact J. Cruz at 971-506-2363 or jcruzent@comcast.net

Advertise with Us!

View links to our clients at www.stepsbookkeeping.com. We are now up and running on facebook, and hope to provide a place for our clients to network together.

Hiring New Employees?

A recent article online on the Huffington Post spells out the most important factors to consider while searching for new employees. As a business owner, you know how valuable your time is; don't waste it on picking through candidates that are ill fitted to your company.

Erin Daruszka of TriNet explains that by taking the following steps, you can hire the right person the first time.

- **Clearly define the position.** What opportunities are you looking for the role to fulfill in your organization?
 - **Understand what the required knowledge, skills, and abilities.** Also consider the employees who are already successful within your organization and identify their key attributes.
 - **Generate behavioral interview questions that get to the root of what you are looking for.** Use open-ended questions, such as, "Tell me about a time you were working on a project and the direction of the project shifted; how did you adjust and deliver the outcome anyway?"
 - **Listen to your gut.** If something doesn't sound right, ask more about the situation or ask for further details.
 - **Be honest.** If the position requires long hours or travel, let candidates know that upfront.
 - **Create a candidate report card.** This will allow you to assess fit based on their attributes.
 - **Have more than one colleague interview the candidate.** Have them ask different questions and compare report cards from the interviews.
 - **Check references and conduct a background check.** Conducting due diligence raises red flags early and ensures you don't receive a surprise down the road.
- Read more of Erin Daruszka's article at www.huffingtonpost.com.