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The web has made the world smaller and also more efficient. It has become the means to communicate faster to an astronomical number of people as customers. It has also become the means to take advantage of an equally astronomic number of experts and workers.

Companies nowadays can even hire workers via internet. At this point, "On Time Worker" website takes place. It was designed to provide highly professional workers of nearly all sorts: computer pros, content writers, marketers, and so forth.

Accounts helper position is one of those jobs they are offering. An accounts helper should be proficient in the field of bank reconciliation, manual journal entries, ROI statements, sales & cash receipts, and monthly profit & loss statement. They make themselves available for 8hours a day, 22 days a month and 176 hours a month. Communication process in this kind of job happens via Skype, Google talk, Email, or phone. An accounts helper will be compensated for \$1500 per month.

Accounts helper performs a wide variety of tasks to help an employer with his finances. Listed here below were the tasks covered by an accounts helper. First, he reconciles bank statement. Here, he goes through every transaction (income and expenditures both) to make sure records of income and expenditures agree with the employer's bank's records. He will do it on a regular monthly basis to make sure writing checks that bounce, which not only embarrasses employer to clients, but incurs bank overdraft charges as well. This will help the employer to be kept informed on cash flow of the company.

Next, an accounts helper prepares manual journal entries which allows an employer to decide who has access to certain records, when to freeze them, and how to maintain security. He will also record data on a regular basis, which not only provides an audit trail, but also helps in making key decisions on modes of operation. Aside from that, an accounts helper also uses Oracle feeder systems where appropriate, but also remains flexible in designing other systems; and at the same time sets up appropriate journals as needed. This will essential to the employer in preparing appropriate ways of keeping records of their various kinds of transactions.

Third task would be to prepare regular ROI statements. Return On Investment (ROI) statements provides information about how well investments provide the company with income. This information is often used by investors and business analysts to assess how well the company uses its resources, and thus often helps them decide whether or not to invest. This financial ratio will also tell how profitable current modes of doing business are, and whether or not they are helping on getting best results.

Another responsibility deals with keeping records of sales and cash receipts. Accounts helper will set up and design appropriate forms to use for transaction receipts. Typical information on a receipt includes the item or items purchased; the time, date and location of the sale; and total cost, including the item cost, tax, or shipping where appropriate. Such receipts serve a dual purpose: they provide the customer with a record of the transaction, and provide the seller with not only a record of each transaction, but a way of tracking how inventory is moving.

Lastly, it is also his duty to prepare monthly profit and loss statements which provides accurate information on the movement of your inventory as it affects your profitability. Along with bank statement and your journal entries, this information helps make important decisions about the operations of the business: what to keep, what to enhance, what to change. This will also help the

employer to be kept on track with his revenue and expenses on a regular basis. Along with ROI Statements, this may also provide potential investors or customers with attractive information about the company.

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