



DAY 10 - WORKSHEET

SPEAK TO AN ACCOUNTANT CHECKLIST

WWW.EVENTCERTIFICATE.COM

HIRE AN ACCOUNTANT

As a small business owner, one of the most important decisions you can make is hiring the right accountant. As well as being experienced, your accountant needs to be highly personable and easy for you to relate to. It's wise to engage an accountant as soon as you decide to launch your business. A good accountant will help you set up your accounting and payroll systems properly. This will save you a lot of time and money in the long run.

Write down what your business needs from an accountant

Make sure you think about what your business needs and define your criteria for selecting an accountant. A great accountant will do more than balance your books and make sure your paperwork is compliant. The right one will be able to meet all your requirements – and more.

Start your search by talking with peers and colleagues

Ask your family, friends, peers, even your lawyer for recommendations. You could also contact institutions and organisations CPA or your chamber of commerce.

Interview several accountants and ask plenty of questions

Talk to a few accountants so you can compare them. And consider hiring someone local if you'd like to have the option of meeting with your accountant in person. Ask questions like: How would we work together? How do you usually work with clients? Who will my main point of contact be? What's your fee structure?

Ask prospective accountants about your financial and business needs

Towards the end of your first meeting, check whether they've understood your requirements. Ask them for advice on how you could manage your finances more efficiently. A good accountant will come up with some money-saving ideas before you hire them.

Conduct a background check and ask for references

Someone may look good on paper and perform well in an interview. But you should still do your research and make sure they are qualified

Hire someone you respect and like

Having an accountant you find approachable and easy to talk to is vital. Choosing an

accountant is like choosing a business partner. Hire someone you know you can work with – someone who isn't afraid to give you honest advice. Be sure you're totally comfortable about them being your close business advisor.

Make sure your accountant has relevant experience

Small businesses have different accounting needs from large businesses. It's important your accountant has worked with businesses of a similar size to yours. It also helps if they have experience in your particular industry.

Make sure they are technically savvy and can use online accounting software

Business software has moved online, and that includes accounting software. Make sure your prospective accountant has experience with cloud-based accounting software. They should also understand online payroll software.

Confirm the fee structure in writing before you hire your accountant

You get what you pay for. So don't just hire the least expensive accountant you can find. They may not be able to manage all your financial requirements proficiently. And once you've agreed on fees, make sure you get the agreement in writing.

Establish a review period to help maintain your relationship

Catch up with your accountant on a quarterly basis. Use these meetings to exchange feedback on how the partnership is working. You should be meeting regularly anyway, to review your finances. These quarterly meetings will keep your partnership on track.