



Category: [Financing]

Program Title: [Ask A Bookkeeper -Lets Get Your Books In Order For The End Of The Year]

Program Speaker(s):

1. [Randal L. DeHart, PMP, QPA]
(The Contractors Accountant, Business Consulting And Accounting)

If co-presenting with another speaker- fill in::

2. [N/A]
(N/A)

Program Description:

Describe your program in 50 to 100 words. This will be used to promote your program.

[Tips for getting your QuickBooks in order for the end of the year and to get your QuickBooks ready for your tax preparer with a brief overview of the Five Key Performance Indicators.]

Four Program Takeaways:

- [Difference Between Closing QuickBooks And Year End Tasks]
- [Step-By-Step Guide To QuickBooks Year End Tasks]
- [Step-By-Step Checklist To Gather Documents For Tax Preparer]
- [Why QuickBooks Close-Out Is Important For The Key Performance Indicators]

Length of Program Including Q &A: (Program length: 45 Minutes To 1.5 Hours Max]

Speaker Biography, Certifications & Contact Information: (if co-presenting, fill in #2 also)

1. **Speaker:** [Randal L. DeHart, PMP, QPA)

Biography: (About The Speaker:

Randal DeHart, PMP, QPA Co-founder of Business Consulting And Accounting in Lynnwood Washington. He is the leading expert in outsourced construction bookkeeping and accounting services for small construction companies across the USA. He is experienced as a Contractor, Project Management Professional, Construction Accountant, Intuit ProAdvisor and QuickBooks For Contractors Expert. This combination of experience and skills provides a unique perspective which allows him to see the world through the eyes of a contractor, Project Manager and construction accountant. It is what sets him apart from other Intuit ProAdvisors and accountants. Visit <http://www.fasteasyaccounting.com/randal-dehart/> to learn more and follow [Randal on Google+](#)

Certifications:

(Project Management Professional & Intuit QuickBooks ProAdvisor)

Prior Engagements:

Master Builders Association Sales And Marketing Meeting

Painting And Decorating Contractors of America (PDCA)

The Blue Book Trade Show Qwest Field

Quick-Start Shoreline Weekly Business Workshops

Contact Information:

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Website: [<http://www.fasteasyaccounting.com/>]

Co-Presenter (if applicable):

2. **Speaker:** [N/A]

Biography: *(50-100 words max. Please tell your audience a little about yourself and describe how you are an authority on your subjects).*

Certifications:

(list your certifications and where you have taught this course)

Contact Information:

Phone: [(xxx) xxx-xxxx]

E-mail: [e-mail]

Website: [website]