



Category: [Financing]

Program Title: [Bookkeeper Hiring Tips]

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.

[Hiring a bookkeeper is easy; hiring the right bookkeeper for your company is hard. Before hiring a bookkeeper there are several keys things you must prepare in advance.

Without proper preparation the good bookkeepers who can generate the reports you need to operate and grow your company will pass you by and you will be stuck with a bad bookkeeper who will train you like an organ grinder trains a monkey. In extreme cases they have been known to make the business owner's life miserable on the way to destroying them and their company.]

Four Program Takeaways:

- [Personality Traits of Good Bookkeepers]
- [Personality Traits of Bad Bookkeepers]
- [Office Layout For Optimum Productivity]
- [What Is Required To Find And Keep A Professional Bookkeeper]

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. 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:

Phone: [(206) 361-3950]
E-mail: [randal@fasteasyaccounting.com]
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]