



**OPTIMA OFFICE**  
 THE OPTIMAL ACCOUNTING, HR & OPS TEAM

**REACH OUT  
 TO GET STARTED!**

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# ACCOUNTING SERVICES

## WHY CHOOSE OPTIMA?

We are a team of accounting specialists who bring varying degrees of experience in every single industry and with most accounting software. We work with every industry and with businesses of all sizes, from start-ups to \$50+ million in revenue. We also enjoy servicing non-profits.

RECOGNIZED BY



## Outsourced Accounting

Optima Office fills the gaps in your accounting department, either by providing a complete accounting and finance team or by integrating seamlessly with your internal accounting staff.

## Fractional CFOs & Controllers

Our high-level team is the best in class. We take an enormous amount of time and effort to hire exceptional employees, from our CFOs to our Bookkeepers and everyone in between. Our internal testing processes include an accounting exam, verbal and written essays, behavioral and personality assessments, and a critical thinking assessment. Ensuring our clients have an extraordinary team is our top priority.

**Jennifer Barnes**  
Founder & CEO  
Optima Office, Inc.

*Providing a superior service that offers a personalized solution has allowed our team to service more than 300 clients in the Pacific Southwest. Treating others with kindness, loyalty and respect has helped us attract and retain extraordinary employees.*

*Our team genuinely cares about the clients they work with.*

**Happy staff = Happy clients!**

## Outsourced Accounting & Advanced Bookkeeping

- **Full-service Advanced Bookkeeping Services:** Including Accounts Payable (A/P), and Accounts Receivable (A/R).
- **Comprehensive Accounting Management:** Oversee and maintain your accounting systems and ensure timely month-end closures.
- **Insightful Financial Reporting:** Receive monthly financial statements for informed decision-making.
- **Detailed Financial Tracking:** Meticulous preparation and maintenance of balance sheet schedules.
- **Process Optimization:** Development of procedures to enhance efficiency and accuracy.
- **Audit and Tax Support:** Assistance with CPA firms and auditors for tax return preparation, estimates, and audit support, if needed.

## Fractional Controller & CFO Services

- **Strategic and Forward-Looking Advice:** Preparation of budgets, cash flow forecasts, and executive-level pro-forma models.
- **Investor and Finance Strategies:** Skilled in investor relations, securing financing, preparation of pitch decks, and cap table management.
- **Financial Analysis Expertise:** Comprehensive analysis of financial statements and key metrics.
- **Performance Metrics:** Identification and measurement of Key Performance Indicators (KPIs) to drive business growth.
- **Risk and Cash Management:** Effective cash management strategies to minimize corporate risks and compliance issues.
- **Internal Controls:** Establishment and management of robust internal controls.
- **Departmental Leadership:** Overall management of finance and accounting departments for optimal performance.