

# *Deborah J Freebairn*

## *Computer Accounting & Training*



### ✓ **MYOB Systems & Support**

- ❖ Design, setup & support MYOB accounting software tailored to your business
- ❖ Administration training & support - individual and group onsite training
- ❖ Review and analysis of your MYOB file and administration systems
- ❖ MYOB troubleshooting
- ❖ Liaise with your Accountant
- ❖ Complete bookkeeping service - GST financials payroll & superannuation

### ✓ **Advise on**

- ❖ Training for MYOB Excel Microsoft applications internet & email
- ❖ Information technology requirements
- ❖ Staff recruitment for MYOB and business administration
- ❖ Modern Awards and human resources management for your workplace

### ✓ **BAS Agent**

- ❖ Provide BAS services under the Tax Agent Services Act 2009

### ✓ **Workplace Trainer**

- ❖ High quality vocational training - NSW Department of Education & Training accredited trainer and assessor

### ✓ **Cost effective flexible service** with a high standard of client care

**02 6341 1513**

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Clients include

Retail	Viticulture	Contractors	Medical	Registered Club	Bed & Breakfast
Real Estate	Farming	Manufacturer	Importer	Local Government	Professional
Pre School	Removalist	Transport	Mail Order	Physiotherapist	Trades
Restaurant	Landscaper	Horticulturalist	Engineering	Self Managed Super	Tourism operators