



Accounting, Administrative, and Operations Services

With highly skilled and experienced financial and administrative staff, we provide back office accounting, administrative support, and operations services.

Given the increasing challenges of running a successful nonprofit, more and more organizations are looking for creative ways to build effectiveness. Outsourcing routine tasks is a smart option for many nonprofits facing rising costs and limited resources, and the NewLevel Group team can seamlessly relieve overburdened organizations of 'necessary chores.'

Often, managing the *business* of running a nonprofit is not a core strength of a volunteer or governance board. Once relieved of dealing with basic accounting, financial management, and administrative issues, board members can instead focus their energies on fulfilling the organization's mission.

NewLevel Group has a proven track record in providing the following back-office services:

Accounting Support:

- Track revenues and expenses and prepare monthly financial and cash flow reports
- Manage Accounts Payable and Accounts Receivable
- Coordinate payroll and reporting
- Manage banking, credit card merchant account, and credit card transactions
- Reconcile bank accounts
- Coordinate transactions and accounts with suppliers and vendors
- Maintain billing files and vendor records
- Support development of the annual budget and track budget against actuals monthly
- Organize accounting records and procedures
- Provide support for year-end reviews or audits and 990 preparation (by others)
- Coordinate insurance policies

Administration & Operations:

- Coordinate customer or donor service
- Process sales transactions and manage product fulfillment
- Monitor inventory
- Handle incoming mail and coordinate and process customer communications
- Manage correspondence, emails, and general phone inquiries
- Maintain databases
- Provide dedicated server space for electronic files with redundant back-up services
- Provide office space, furnishings, and office equipment for operations

Many clients who use NewLevel Group for back office assistance find the cost equal to, or even lower than, the cost of doing it themselves. When added to the impact of freeing up board members and volunteers to do what they do best – communicate with the community, bring in hard-earned donations, and guide the organization to increasing its effectiveness – the benefit is even greater.