

# Finance Partner

## CHECKLIST

- What accounting systems do you work with? (Xero or Quickbooks)
- Will the books be kept on a cash or accrual basis? (Accrual recommended)
- Will you commit to send me monthly financials by a certain day each month?
- Will you prepare a monthly accounting close workbook?
- Will you take care of all tax and compliance items for me?
- Will you set up inventory software, bill pay & expense management systems?
- Will you handle payroll, benefits, policies, and documentation for hiring/firing?
- Will you draft consulting agreements for my contractors?
- Will you ensure we have proper insurance coverage?
- Will you manage my cap table, 409a valuations, and equity grants?
- Will you prepare financial models, budgets, and cash forecasts for me?
- Will you ensure my cash is invested & our credit cards are earning rewards?
- Will you liaise with my tax firm to ensure our returns are filed on time?
- Will you meet with me weekly to keep me apprised of your projects?
- Will you proactively help me improve my cash flow and profitability?
- Will you help you manage my vendor relationships?
- Will you collaborate with my operations team?
- Will you provide accurate Gross Margin reporting and profitability by product?
- Will you handle all invoicing and collections?