

ACCOUNTANT

- Schooling:
 - Bachelor's degree required
 - 2 years work experience
 - Earn CPA license (exam)
 - Continuing education
- Rates \$150-400 per hour
- Tasks:
 - Tax experts
 - Manage how bookkeeping is set up
 - Monitors tax payment amounts
 - Prepares annual tax returns

BOOKKEEPER

- Schooling:
 - Not a regulated requirement, but there are certification options
- Rates \$35-80 (or more) per hour
- Tasks:
 - Daily tasks
 - Categorize expenses
 - Profit & Loss statements
 - Payroll
 - Bill pay
 - Reconcile bank accounts
 - Invoicing
 - Partner with accountant for tax prep