



MURINE FINANCIAL STUDIO

Accurate Books · Organized Systems · Reliable Reporting

Bookkeeper Training Starter Checklist

A foundational checklist for training in-house bookkeepers.

- Chart of accounts overview
- Transaction categorization rules
- Month-end workflow
- Bank reconciliation process
- Credit card reconciliation process
- Sales tax process
- Payroll process
- Document storage standards
- Reporting schedule
- Review & approval workflow

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