

Example of Documentation of Eligibility

Paid Hours:

Client W – 20 hours per month for the last two years

Client X – 12 hours per month for the last two years

Client Y – 10 hours per month for the last year

Client Z – 20 hours per month for the last three years

Total paid hours = 1608 hours

Duties Performed:

- Bill Paying
- Opening/sorting mail
- Monthly Bank Reconciliation
- Working with creditors
- Generate tax information
- Utilize online bill pay services
- Insurance and medical issues
- Working with accounting software
- Handle vendor issues
- Budgeting