



CREDENCIVE



SERVICE BOOKLET

Your Handbook for Growth

<https://credencive.com>

Welcome to Our World of Financial Excellence

At Credencive, we transform numbers into insights with unmatched accuracy and efficiency. Driven by diligence and accountability, we deliver timely solutions that empower your financial success. Experience services that are not only effective but also a true value for money —because your growth is our mission

We serve you with :

- Accounting & Bookkeeping
- Payroll process & Management
- Corporate Tax & Individual Tax Returns
- Compilation Engagement Report
- Financial Management

Basic Package

Includes :

- Hourly basis work
- Quickbooks
- Bookkeeping
- HST Filing
- Meeting twice a month
- Chat support during working hours



Essential Package

Includes :

- 75 hrs per month
- Quickbooks
- Compilation Engagement
- Bookkeeping
- HST Filing
- T1 and T2
- Meeting once a week



Perfect for businesses seeking a part-time team member! Typically, 3-4 hours of work are required daily, delivering reliable support with a solid blend of skill and expertise.

Advanced Package

Includes :

- 150 hrs per month
- Quickbooks
- Compilation
Engagement
- Review Engagement
- Payroll support
- Bookkeeping
- HST Filing
- T1 and T2
- CFO Services
- Meeting twice a week

An excellent choice for those in need of a dedicated full-time employee for long-term collaboration. Expect 7-8 hours of daily commitment, backed by expert-level skills and in-depth knowledge.

Operations Manager

Oversees the entire operational functionalities and facilitates the smooth integration of new client. This role involves the strategic planning, effective direction, and harmonious coordination of day-to-day operations in alignment with the company's objectives.

Controller

As a Controller, the role involves inspecting documents and tasks to ensure their accuracy and adherence to the specified standards and thereby guaranteeing that they meet specified criteria. Also the Controller is the client's point of contact.

Accountants

The Accountants executes the work under the guidance of the Controllers, they are the resources actually working on the deliverables and manage the preliminary creation of data and documents.

Standard Operating Procedure

A Standard Operating Procedure (SOP) is a set of written instructions or guidelines that outline how specific tasks or processes should be performed within an organization. It ensures consistency, efficiency, and quality by defining the steps to complete tasks systematically.

Importance of SOP

SOP are the backbone of organizational efficiency and reliability. They ensure tasks are executed uniformly, maintaining consistency and minimizing errors. Beyond operational clarity, SOPs promote adherence to regulations, reduce risks, and streamline workflows. They also serve as a vital training tool for new hires, fostering accountability and ensuring that everyone operates with the same level of precision and understanding.

Benefits of SOP

SOPs empower organizations to function smoothly and effectively by eliminating guesswork and enhancing productivity. They pave the way for consistent quality, compliance, and promote accountability. Acting as a guide, they improve communication, streamline decision making, and support seamless transitions. Indeed, SOPs enable businesses to deliver exceptional service, earning trust and satisfaction from customers while building a resilient operational framework.



Get Wide Range of Software Compatibility

Can't find your software above?
No worries! We are flexible to adapt and
quick learners!



Communication Channels

Effective communication is the cornerstone of a healthy relationship. Everyone has their preferred channel, and that's why we're everywhere you need us to be!

File sharing Medium

Files are valuable and confidential assets for every client. Let's ensure their safety and security using your preferred method of transfer.





Our Professional Journey Begins Here

Thank you for exploring our services. Each employee is eager to deliver the best with passion and precision.

<https://credencive.com>

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