



Accounting and Administrative Services

With more than 20 years experience in A/P, A/R, payroll, month and year end accounting, budgeting and audit preparation at operating mines and for small businesses, rokdok can provide short or long term assistance to clients in an efficient and effective manner.

rokdok also has extensive experience of computer based accounting systems, and is an accredited "Simply Accounting" service associate.

Whether you require the assistance of a knowledgeable, motivated and experienced accountant to develop accounting and administrative systems, detail-oriented assistance in audit preparation, or simply a short term replacement for other staff, rokdok offers a thorough, professional service.

RECENT PROJECTS

Grande Cache Coal Corporation (2000-2004)

Engaged to provide administrative and accounting services from the formation of a privately held coal mine development company in Alberta, rokdok took the client from inception through annual audits to a stock exchange IPO and into the first year of public trading, completing the accounting background to the first public audit and first public quarterly financial report. Duties included accounting and related administrative tasks, including providing advice on and installing / building company project based accounting systems and a networked computer system for the field office.

RODAR Contracting Ltd. (2000 - present)

Engaged to provide technical assistance with financial software (Simply Accounting) for a medium sized privately held contracting company, including vacation cover, financial consulting services, and computer systems maintenance.

Triple G Construction Ltd. (2003 - present)

Engaged to design and install a networked accounting and administration system at the corporate office of a medium sized general contractor, including troubleshooting and ongoing maintenance.

JPi Ltd. (2002 - present)

Engaged to provide year end accounting and corporate and employee tax preparation and filing for the company.

Various Clients (2000 - present)

In the four years since the formation of rokdok, other tasks for various clients have included forensic accounting, corporate tax preparation and personal tax preparation for company owners, as well as for private individuals.