

Welcome to Accountants One.

Accountants One understands that an organization is only as good as its PEOPLE. That is why we are fanatical about recruiting. Our inspiration is derived from the creation of value through aligning the right organizations with the right PEOPLE.

We achieve our extraordinary results through:

- Focusing on long-term relationship building
- Listening before talking
- In-depth face-to-face interviews and reference checks
- Teamwork across a long-tenured and deeply trained team of professional recruiters

We hire PEOPLE who care about service, and it shows in all we do, from how we answer the phone to how we treat your search.

Founded in 1973, Accountants One is an Accounting and Finance Recruiting and Staffing Firm. Our long-standing commitment to honesty, integrity and confidentiality attracts an outstanding community of candidates. Long an Atlanta, Georgia landmark, Accountants One now has satellite offices in both Charlotte and Raleigh, North Carolina. Our dedication to quality placement can be seen in a hiring success rate far above the industry standard. We love our jobs, and it shows with the quality of our work.

Thank you,



*Dan Erling*  
President and CEO  
Accountants One, Inc.



# The Right PEOPLE



A Systematic, Sane Process  
for Hiring the  
Right Person Every Time

## The 16 Steps of the MATCH Process

- Step 1:**  
Create the Organizational Chart
- Step 2:**  
Compile a Job Overview
- Step 3:**  
Create the Competency Profile
- Step 4:**  
Structure the Recruiting Plan
- Step 5:**  
Conduct the Phone Screen
- Step 6:**  
Conduct the Face-to-Face Interview
- Step 7:**  
Check References
- Step 8:**  
Perform Background Checks
- Step 9:**  
Make the Decision
- Step 10:**  
Extend the Offer
- Step 11:**  
Receive Acceptance
- Step 12:**  
Perform Onboarding
- Step 13:**  
Retain the Employee
- Step 14:**  
Test the Return on Investment
- Step 15:**  
Make the Process Stick
- Step 16:**  
Foster a Culture of Effective Hiring

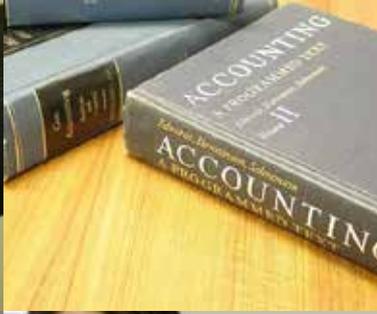
Accountants One has been developing and refining value driven hiring strategies since 1973. Our clients range from Fortune 500 Public Companies to entrepreneurial startups.

Our expertise encompasses these eight areas:

**MATCH Retained Search** In this exclusive retained approach to hiring the right person, Accountants One becomes your trusted hiring advisor. Together we go through the entire MATCH process – from the creation of the job description, through candidate sourcing, the job offer and retention. We use behavioral interviewing techniques that are customized to your search and reflect your corporate culture. We will even assist with onboarding and retention at your request. This systematic process virtually guarantees a successful hire. Our one-year guarantee shows our confidence in the MATCH process.

**Direct Hire Contingency Search** Accountants One has been building long-term relationships since 1973. Our network is vast and built upon a reputation of honesty, integrity and confidentiality. We are constantly sourcing the market in search of the highest level of talent at each salary band. So, when you engage Accountants One in a risk-free Contingency Search, you will have access to a database that is over 40 years old. Further, our recruiting specialists will LISTEN carefully to your needs with the goal of sending over three qualified, interviewed and screened candidates from whom you may select. After your decision is made we will help you manage the offer stage – ensuring that you are hiring an enthusiastic employee without overpaying.

**Long-Term Staffing Solutions** Research shows that companies that utilize a staffing model are more profitable than those that do not. The key to this profitability equation is flexibility. Being able to quickly ramp your team up or down provides you with a competitive advantage. The experts at Accountants One can help you formulate a long-term staffing plan. We have the experience and resources to be your exclusive staffing partner.



**Short-Term Staffing Solutions** A short-term accounting or finance project? A maternity leave? A bookkeeper with a case of the flu? Maybe even an Excel guru to help with a complex spreadsheet. All of these are cases where Accountants One can bring you value through the utilization of a temporary accounting or finance professional. Call us at 9:00 AM and we can have someone there by noon.

**Temp-to-Hire Placement** In specific hiring situations a temp-to-hire solution may be ideal. This "try before you buy" strategy allows you to evaluate a candidate on a contract basis, and after the evaluation period make the decision to hire.

**Fractional CFO Services** Accountants One can provide a part-time or interim CFO at a fraction of the cost of a full-time CFO. This low-risk solution allows our customers to access CFOs with expertise in a specific industry or skill. There are no long-term contracts and our customers are billed only for the hours worked by our CFOs.

**Payrolling** Accountants One can assist with payrolling. Companies that need to add talent, but are not in the position to hire, can use Accountants One to payroll a candidate. Through this approach, Accountants One maintains the role of official employer – issuing the paycheck while the candidate performs tasks for your organization.

**MATCH Consulting** Whether you want to implement each step of the MATCH process, or focus on a specific area (such as writing an effective job description, behavioral interviewing, or onboarding) Accountants One can help. By collecting and evaluating hiring best practices for over a decade, our President/CEO, Dan Erling, created the MATCH process. His research culminated in *MATCH: A Systematic, Sane Process for Hiring the Right Person Every Time*, published by Wiley in 2010. Accountants One's consulting team is available to work with you in establishing these best practices within your organization.





**PEOPLE  
Who Allow  
You to  
Fulfill Your  
Goals**



# Levels of Placement

**Accountants One has over 40 years of experience serving the accounting and finance community with exceptional talent.**

**CFO (Chief Financial Officer)** – The top financial management position responsible for implementing “Big Picture” financial strategies incorporating accounting, finance, operations, treasury, and systems management...develops processes to preserve company assets and report accurate financial results on a timely basis.

**Controller** – The top managerial and financial accountant ...responsible for accurate and timely financial reporting for stakeholders, management, and regulatory agencies in accordance with reporting standards...systematically maintains accounting records within a comprehensive set of controls... manages accounting, budgets, cash, treasury, and tax...directs risk management.

**VP of Finance** – Provides leadership and coordination of company financial planning, debt financing, and budget management functions...ensures procedures and reporting conform to generally accepted accounting principles.

**Financial Analyst** – Compiles and analyzes financial information for an organization. Identifies trends and developments... forecasts...develops revenue/expense analysis, projections, reports, and presentations.

**Cost Accountant** – Calculates and/or analyzes process constraints, costs, and profit margin for projects or products... provides key data for costing decision-making based on target costs, margin analysis, and underlying expenses.

**Internal Auditor** – Works for the entity which he or she audits... verifies company financial data is being recorded in alignment with company policy and procedure...makes recommendations for improvements.

**External Auditor** – Works independently for an external entity to verify financial records and their presentation...evaluates internal controls...usually a CPA.

**Tax Accountant** – Specialist in preparing taxes for individuals, private and public companies...creates tax strategies...usually a CPA.

**Assistant Controller** – Assists Controller in overseeing all accounting functions and activities related to the effective reporting of financial data...manages staff...involved in budgeting and forecasting, as well as monthly close.

**Accounting Manager** – Provides leadership in month-end close activities, including reviewing reconciliations and consistently recording financial data...capable of managing the general ledger...usually responsible for supervising accounting staff.

**Senior Accountant** – Verifies the accuracy of financial data by performing complex reconciliations, consolidating financial data, and entering transactions into the general ledger with little supervision...CPA often preferred...some supervisory duties.

**Staff Accountant** – Records, verifies, and enters transactions into the general ledger with some supervision...prepares bank and other basic reconciliations...CPA or CPA track preferred.

**Full-charge Bookkeeper** – Experienced in all aspects of the accounting environment, including accounts payable, accounts receivable, and payroll...compiles financial statements without guidance...usually has management responsibilities.

**Bookkeeper** – Manages all aspects of the accounting environment, except for completing financial statements.

**Accounting Software Specialist** – Experienced in accounting software packages, such as: Sage, QuickBooks and JD Edwards...assists in software conversions...also capable of developing Excel spreadsheets, and/or training staff.

**Accounting Clerk** – Supports accounting operations by filing documents, researching vendor or customer statement questions, entering data into accounting software programs...possesses basic bookkeeping skills...good data entry skills.

**Payroll Clerk** – Pays employees by calculating pay and deductions...works under the direction of a manager...issues checks...may have experience with union reports.

**Accounts Receivable Clerk** – Accounting Clerk with experience in billing, tracking, collection of accounts due, and reconciling conflicts.

**Accounts Payable Clerk** – Accounting Clerk with experience in payables...matches source documents...computes discounts... verifies extensions...codes distribution of disbursements...records disbursements...types checks if required.

**Data Entry Clerk** – Operates ten key adding machine, calculators (touch)...neatness, speed, accuracy, and good figure sense... usually assists someone else and requires some supervision...light to medium typing skills.

**Inventory/Cost Clerk** – Accounting Clerk with experience in inventory costing and extensions...understands methods of accumulating costs of goods or services...keeps detailed costs, inventory, and/or shipping records.

# PEOPLE that Care

## We are fanatical about serving YOU!

Every day we work to deliver value to our clients and candidates. We start this process by LISTENING. By practicing the art of listening we connect organizations and people. We consider it an honor to serve people in this capacity (and it is why we love our jobs).

### Our Belief System

#### Mission Statement

To match the goals of our clients with those of our candidates.

#### Philosophy

We believe honesty, integrity and confidentiality are the essential elements of our company. Furthermore, we believe in applying these principles in an effort to help our community.

#### Vision Statement

Our vision is to be the best accounting and financial placement team in the Southeast. We are achieving this by providing the highest level of service attainable and developing long-term relationships with individuals of like convictions.

### Our Four Value Dimensions

#### PEOPLE

- I. It is ALL about the PEOPLE!
- II. Synergy: We celebrate the successes of others.
- III. Diversity: Differences among our team members make us stronger.
- IV. Fun: We take our work seriously, but not ourselves.



#### EXCELLENCE

- I. Service First: Our clients, candidates and teammates come before us.
- II. Quality: We proudly measure and hold our results to the highest standards.
- III. Long-term thinking: We strive for life-long business relationships.
- IV. Development: We are a perpetual learning environment.



#### MINDSET

- I. Humility: We endeavor to always practice gratitude.
- II. Creativity: We embrace a flexible mindset in solving problems.
- III. Work ethic: We know that nothing can replace good old hard work.
- IV. Communication: Our communication style is transparent at all levels.



#### ACHIEVEMENT

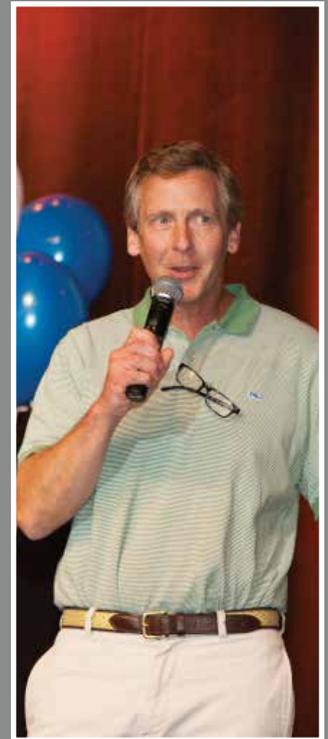
- I. Value: Our goal is to deliver value to all our stakeholders.
- II. Meritocracy: We are a flexible environment where RESULTS are treasured and celebrated.
- III. Frugality: We guard the company's investment as our own.
- IV. Community: We measure our success, in part, by how much we give back.



### Community

We care about our community. That is why we created the Search for the South's Funniest Accountant. This combination fund-raiser/ stereo-type debunker has raised over a quarter million dollars for Junior Achievement, proving that Accountants Are Funny Too!

You can read all about the Funny Accountant movement at [www.accountantsarefunnytoo.com](http://www.accountantsarefunnytoo.com).



# Professional PEOPLE

## Track Record

We know choosing a recruiting firm with a proven track record is essential. We accept that we are only as good as our last performance. For that reason, we audit and publish our success rate for your review.

Rated among the **Top 10 Contingency Firms**  
by the *Atlanta Business Chronicle*

Rated among **America's 5,000 Fastest Growing Private Companies**  
by *Inc. Magazine*

Rated as one of the **Best Places to Work**  
by the *Atlanta Business Chronicle*

President and CEO selected as one of **Atlanta's 40 under 40 Rising Executives**  
by the *Atlanta Business Chronicle*

Recognized for our **Annual Comedy Event benefiting Junior Achievement**  
by the *Wall Street Journal, Atlanta Journal & Constitution, Journal of Accountancy, Atlanta Business Chronicle, Georgia Society of CPA's Currents Magazine, Fox 5 News, The Smart Show, Good Day Atlanta, Star 94's Steve and Vicki Morning Show*

**Our Sales have Tripled** over the past decade

Staff has **Over 200 Years of Collective Recruiting Experience**

**8 Years Average Tenure** of employees

Completion of **Over 500 Search Assignments Annually**

## Fee Structure

Salaries up to \$50,000	20% of annual salary
Salaries between \$50,000 and \$100,000	25% of annual salary
Salaries above \$100,000	30% of annual salary

Guarantee: Since 1973, Accountants One stands by a replacement guarantee for all Direct Hire and Executive Search placements.

### Temp-to-Hire Placement

Temp-to-Hire fees are the same as the Direct Hire fees referenced above, but are billed on an hourly basis. This option gives our clients the advantage to "try before you buy" and also offers some cash flow management.

If for any reason you are dissatisfied with the employee, Accountants One will replace the individual and bill you for the hours worked. In the event termination occurs the first day, we will not bill for the first eight hours worked, if the employee is replaced by Accountants One.

### Contract / Staffing Placement

Our rates for these roles are dependent upon salary. However, it should be noted that our mark-up covers all payroll tax and other payroll expenses.

