

HAWKSOFT

Managed Accounting

Professionally managed insurance accounting



A PURPLE COW
experience STANDS OUT
from the herd

Offload tedious, complex bookkeeping tasks to HawkSoft's trusted insurance professionals to free up your agency staff. Our specialists are experts in both HawkSoft and QuickBooks, equipped to handle all your trust, operating, and commission needs.



Improve accounting accuracy with standardized processes that keep your books crystal clear.



Regain valuable time by offloading time-intensive tasks.



Refocus hiring on insurance talent — let us handle the back-office accounting.



Scale with flexible support — no salaries, benefits, or management of staff.

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Managing my agency is so much easier with HawkSoft Managed Accounting. The team ensures our trust and operating accounting, direct bill commissions, and payroll are done correctly and on time. Their team is part of our agency family, and we can't imagine doing our accounting without them.

— ROBERT AND JENNIFER JAMES,
PACIFIC NORTHWEST INSURANCE

Get EXPERT HELP
without the
HEADACHES

Service Menu

Ask about bundle pricing.

SERVICE	Elite	Preferred	Essentials
Commission Reconciliation			
Maintain and update commission tracking spreadsheet	✓	✓	
Reconcile all downloaded statements	✓	✓	✓
Obtain commissions statements from carrier websites	✓		
Reconcile all statements sent to HMA		✓	✓
Reconcile agency bill items	✓	✓	<i>if requested</i>
Request missing statements from agency	✓	✓	
Inform agency of missing policy information	✓	✓	✓
Prepare and send reports	<i>advanced</i>	<i>basic</i>	<i>basic</i>
Trust Accounting			
Receipt customer payments/process deposits in QuickBooks	✓	✓	
Reconcile and pay company payables	<i>daily</i>	<i>weekly</i>	
Provide weekly A/R and A/P reports	✓	✓	
Reconcile trust bank account	✓	✓	✓
Provide commission/agency fee transfer information to agency	✓	✓	
Provide monthly trust validation report	✓	✓	
Provide discrepancy information to agency			✓
Provide bank reconciliation report to agency			✓
Operating Accounting			
Receipt income	<i>daily</i>	<i>weekly</i>	
Record vendor payables	<i>daily</i>	<i>weekly</i>	
Record payroll journal entry (<i>if not using Intuit integrated payroll</i>)	✓	✓	
Process payroll (using third party provider); upload retirement, HSA contributions, etc.	✓	✓	
Reconcile operating bank account	✓	✓	✓
Reconcile credit card statements	✓	✓	✓
Provide Profit & Loss Statement and Balance Sheet at month end	✓	✓	
Work with client's CPA to prepare for year end	✓	✓	
Provide discrepancy information to agency			✓
Provide bank reconciliation report to agency			✓

STAND-ALONE SERVICES

Available separately or as add-ons to your plan

- Payroll processing, wage reconciliation, and employee updates
- Invoicing for trust accounting, including creating credit memos
- Ad hoc cleanup services for any of the items on our service menu (billed on hourly basis)



Sign Me Up →

hawksoft.com/managed-accounting

