

# Premier

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## ACCOUNTING & MANAGEMENT

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PREMIER ACCOUNTING & MANAGEMENT  
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### COMMUNITY ASSOCIATION MANAGEMENT SERVICES

SERVING VOLUSIA COUNTY

- Management Expertise • Integrity & Ethics • Professional Competence •
- Accounting Expertise • Stability, Credibility, and Reliability •
- Community Association Management •

ACCOUNTING & MANAGEMENT

[www.PremierAcctMgt.com](http://www.PremierAcctMgt.com)

## DESCRIPTION OF BUSINESS

**Premier Accounting & Management** was organized to engage in the business of freelance accounting and Community Association Management services in Volusia County, Florida. The Company is owned and operated by Michelle L. Juras, CAM.

Michelle Juras began managing Condominium/Homeowners Associations in October 1994 in which she expanded her expertise in the accounting field in addition to obtaining the Notary Public designation. Between October 1994 through September 2000, her portfolio consisted of 22 associations containing approximately 1900 units. Over the past 20 years, she has provided accounting services for numerous companies in several different industries ranging from real estate sales/property management, food & beverage, construction, medical, retail sales, etc.

It became apparent that the need for qualified, licensed and experienced Community Association Managers was on the rise. With the rising demand and declining economy, Board Members were faced with the task of acquiring qualified management services that included efficient and accurate accounting practices. In lieu of this, Michelle Juras decided to form **Premier Accounting & Management** to provide Associations with the peace of mind that all of their needs will be met with minimal effort on their part.

**Premier Accounting & Management** offers full and partial management packages to accommodate every Association's needs. Board Members can feel at ease with the professionalism and personalization provided to them on a daily basis in addition to the extensive knowledge in the management and accounting fields.



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## WHY CHOOSE PREMIER ACCOUNTING & MANAGEMENT

- ✓ Licensed & Experienced Community Association Management
- ✓ Accurate Monthly Financial Statements
- ✓ Collection of Maintenance Fees & Assessments
- ✓ Annual Budgeting Completion Including Reserves
- ✓ Schedule/Process/Attend All Board & Membership Meetings
- ✓ Maintenance Issues Contracted/Addressed
- ✓ Owner Liaison \* Point of Contact
- ✓ Bills Paid On a Timely Basis
- ✓ Payroll Processing for Association Employees
- ✓ Processing of All Payroll Tax Returns (941, 940, RT6)
- ✓ Processing of All Annual 1099's and W2's
- ✓ Quarterly Property/Grounds Inspection Reports
- ✓ Monthly Delinquency Management/Lien Placements
- ✓ Notary Public Services Provided
- ✓ Personalized & Professional Service

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