

Contacts

Today, companies need to devote their resources and time to their core business activities.

Our outsourcing services are oriented to support organizations in their business processes.

PwC Espiñeira, Sheldon y Asociados could easily be your strategic allied when it comes to adding value to your business in the following processes:

- Accounting
- Payroll
- Tax

With over 75 years of experience in Venezuela, we are your best choice for management consulting. Our highly qualified professionals will assist you in finding the best solutions to complex business issues by providing high-quality, seamless services.

Cost reduction, improved processes, quality standards, access to highly qualified professionals and technological infrastructure are some of the advantages of business process outsourcing.

Our partners and business process outsourcing staff are highly qualified to bring you the support you need.

For further information, please contact:

José Luis Arcila O.

Phone: 58 212 700 6126
Email: jose.luis.arcila@ve.pwc.com
Fax: 58 212 700 6828

Lisbeth Sa

Phone: 58 212 700 6362
Email: lisbeth.sa@ve.pwc.com
Fax: 58 212 991 56 08

Business Process Outsourcing

We add value to
your business

Accounting processes

General accounting

- Recording of transactions
- Preparation of year-end closing
- Analysis of accounts and subledger reconciliations
- Preparation of information requirements for external audit

Financial reporting

- Preparation of financial reports
- Preparation of annual financial statements in nominal and constant bolivars
- Issue of monthly financial statements

Treasury

- Preparation of electronic payment orders
- Monthly bank account reconciliation and follow-up of pending items

Billing and accounts receivable

- Billing process
- Collection management
- Analysis of accounts receivable aging
- Maintenance of client master

Inventories

- Processing and recording of inventory movements and cost of sales
- Maintenance of inventory subledgers

Fixed assets

- Control and maintenance of fixed assets subledgers and related accumulated depreciation

Accounts payable and accrued expenses

- Recording and control of accounts payable and accrued expenses
- Verification of the supplier's invoice authorization
- Verification of supplier's invoice compliance with fiscal regulations
- Reimbursement of employee expenses
- Processing and recording of payments to suppliers
- Maintenance of the supplier master

Other services

- Assistance in the updating of statutory books
- Assistance in the preparation of inflation-adjusted financial statements

Payroll processes

- Payroll processing and payment
- Preparation of instructions for bank transfers to employees
- Compliance with payroll-related formal duties, including employee withholdings and employer contributions
- Payment of employee withholdings and employer contributions
- Processing of data for payroll-related accounting records and accrual for employee liabilities
- Calculation and control of personnel vacation and vacation bonus
- Calculation of employee termination benefits
- Processing of employee termination benefit advances and loans
- Calculation and payment of employee profit sharing
- Control of delivery and receipt of income tax withholding forms for employees
- Preparation and delivery of payroll receipts
- Control of loans granted to employees
- Processing and control of employee insurance plans
- Labor-related assistance

Other payroll services

- Calculation of indemnity for employment termination and deregistration of employees from regulatory entities
- Processing of employee expense reports
- Processing of legal certificates before regulatory entities
- Processing of food bonus payment
- Preparation of work certificates

Tax processes

Income tax withholdings

- Calculation of income tax withholdings applicable to supplier invoices
- Preparation of supplier withholding vouchers
- Preparation and online processing of the file required by the Tax Administration for payment of withholdings
- Filing of payment vouchers with the Tax Administration
- Preparation of suppliers' ARC-V forms

Value added tax (VAT)

- Monthly preparation of VAT returns
- Preparation of purchase and sales books
- Calculation of VAT withholdings applicable to supplier invoices
- Preparation of VAT withholding vouchers
- Preparation and online processing of the file required by the Tax Administration for payment of VAT withholdings
- Filing of VAT payment and withholding vouchers

Municipal taxes

- Assistance in the preparation of the Final and Estimated Tax Return for Gross Municipal Income

We help organizations seize opportunities, manage risks and achieve long-lasting changes in their business networks. Our business is adding value to yours.