



ACCOUNTANTS SERVING  
LIKE TUGBOATS





# Message



**Professional Outsourcing Solutions, Inc. (POSI)** is a firm that specializes in providing services to companies who are looking to outsource their business processes. Prior to establishing the firm, the Principals of POSI has had over 40 years of combined experience working at an accounting practice. Soon, it became evident that clients were asking for services that were outside of the scope of a CPA firm.

In 2002, the principals, along with other individuals from diverse business backgrounds, started POSI with the goal of building a long-term relationship with clients; to act as an outside partner, to perform non-strategic business functions, allowing them to focus on the core business.



## ‘ Tugging for your success ’

*Our motto:*

*“By respecting others, we respect ourselves.”*

*Our mission:*

*“Be better than yesterday in the eyes of our clients, employees, partners and society.”*



### Your Solutions to Success

Small businesses must focus on generating revenue and rarely have the resources to afford the specialized and trained employees they need. Consequently, the qualities of the services they receive are sometimes inadequate.

### There is a solution: **OUTSOURCING.**

Outsourcing has become one of today’s most powerful management strategies. By outsourcing the non-revenue generating aspect of your business to us, it will give you an enhanced level of service that will help your business compete in today’s highly competitive marketplace.

You can concentrate more time on the more profitable aspects of your company. This capability allows you to really invest your energy and resources in the right places for the future of the company. Do what you do best and outsource the rest.

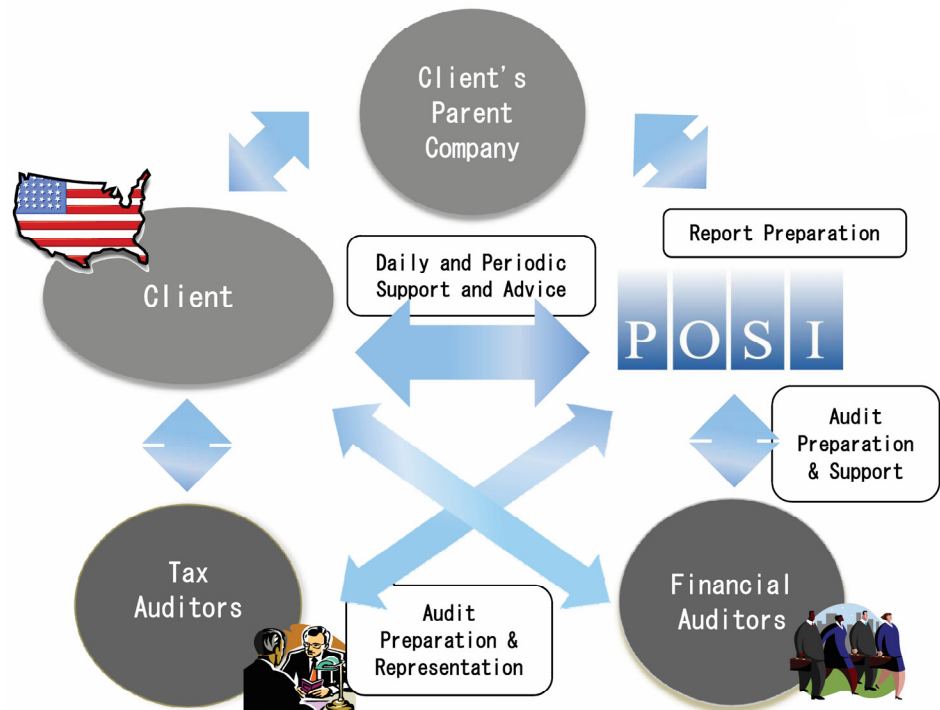
POSI staffs are trained to process data and manage the accounting system. We understand the requirements of consistency and accuracy. We are focused on the mission and do not produce or sell company products. We specialize in accumulating and processing information and reporting on the business activities of the company.

# Services

## Accounting

Our experienced staff can handle all of your accounting needs. Our range of accounting services include:

- Monthly Closing of Accounting Books
- Preparation of Financial Statements
- Audit Preparation and Support
- Accounting Process and Bookkeeping
  - Accounts Payable
  - Accounts Receivable
  - Bank Reconciliation
  - Billing
  - Cash Management
  - Collections of Accounts Receivable
  - General Ledger Maintenance
  - Fixed Asset Management
  - Employee Expense Reimbursement



## Payroll & Human Resources Administration

Do you find preparing your payroll a hassle? Having a hard time keeping up with labor laws? Let our highly experienced staff take care of them for you. We offer the following services:

- Total Payroll Processing
- Gross-up Calculation
- Expatriate Payroll
- Timesheet Calculation
- 401(k) Administration
- Vacation/Sick Leave Tracking
- HR Consultation

**posi** /pɒzi/ adjective

*Short for positive. Being upbeat and having a positive outlook on life.*

*"I'm feelin' posi, nothing can hold me down."*

## Service Fee

Your monthly investment will be based upon the volume of transactions and the overall complexity of your business. We will provide a description of what exact services will be provided and an estimate as to the cost to you.

We are confident that we can provide the outsourcing needs that your company is looking for no matter what the situation. We believe that our commitment to high quality and diversity of services that we are able to offer differentiate us from other firms in the industry.





There are many benefits from outsourcing including improved performance, profitability, and shareholder value. More specifically, these benefits include:

**Reduction of Employee Related Expenses and Issues**

The cost of hiring your own employee do not just comprise of salary, but other direct costs such as payroll taxes, workers compensation, medical insurance, retirement plans and other benefits. Additionally, there are other issues such as hiring the right person for the job, training, turnover, scheduling, and human resources.

**Gained Access to Expertise in Multiple Fields**

By outsourcing, you have access to the expertise of seasoned professionals with years of experience in a variety of specialized functions. You have access to this talent for far less than the cost of hiring comparable employees.

**Achieved Cost Efficiencies**

You can help eliminate unnecessary operating costs while reducing and bringing other administrative costs under better control.

**Greater Internal Flexibility**

Management can focus on strategic issues and initiatives with more flexibility to assign staff and allocate resources to high-value projects.

**Gained Access to Advanced Technology**

You can implement leading-edge enterprise systems to support the business processes, with lower capital investments and training costs.

**An Increased Focus on Core Business**

Management is free to focus more time, energy, and resources into building the company's core business. POSI will assume full responsibility for managing the day-to-day back-office operations.

**PROFESSIONAL  
OUTSOURCING  
SOLUTIONS, INC.**

**P O S I  
ACCOUNTANCY  
CORPORATION**

**P A Y R O L L  
OUTSOURCING  
SOLUTIONS, LLC**

**Address:** 970 W. 190th Street, Suite 920, Torrance, California 90502

**Telephone:** 310-243-1100

**Fax:** 310-243-1106

**Founded in:** October , 2002

**Number of Employees:** 25 (As of the end of December in 2011)

**President:** Mayet Alegria

**COO:** Yoshimasa Hotta, CPA **V P Marketing:** Naoya Kawasaki

**Number of Client:** 250 + (As of the end of December in 2011 )