



DE NOVO HRCConsulting
DE NOVO Recruitment Agency

DE NOVO Payroll

OUR HIGHLY
EXPERIENCED
PROFESSIONALS FOCUS
ON YOUR
ADMINISTRATIVE
WORKLOAD WHILE YOU
FOCUS ON YOUR
BUSINESS.

Our services include:

- Tax and Advisory
- Bookkeeping
- Human Resources
- Recruitment
- Payroll

Questions about any of our
services?

Contact Monica Siciliano at:

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www.ZinmanandCompany.com
www.DeNovoHRC.com
www.DeNovoRecruitmentAgency.com
www.DeNovoPayroll.com



Human Resources

We work with businesses in a variety of industries providing them with short or long-term support, operating as their full service HR Department or supplementing their in-house efforts. We offer a full range of services including, but not limited to:

- FSA and HRA Administration
- Regulatory compliance (FMLA, EEOC, HIPAA, COBRA)
- Management training
- Diversity, Equity, & Inclusion (DE&I) training & strategies
- Risk Management
- Workplace Health & Safety Programs
- Employee handbooks
- Skills & behavioral testing
- Succession planning
- Workforce planning
- Compensation studies



Recruitment & Retention

Hiring and keeping strong talent is a top priority for all astute business leaders and owners. We have the expertise to find you the right candidates for your unique needs, from front line supervisors to C-suite executives. We will:

- Gain a thorough understanding of who your new hire will manage, collaborate with, and/or report to.
- Perform a job analysis & write the Job Description.
- Use a hybrid approach of traditional & active recruitment.
- Preview and prescreen candidates and conduct first interviews.
- Perform reference checks & pre-employment skills testing.
- Negotiate a verbal contingent offer and then draft the written contingent offer with all relevant documents.
- Order background checks and screenings.
- Continue to advise you as your new hire's first day approaches.

Tax & Accounting

Controlling the tax burden is a common goal for every business. This requires tax professionals who have the training, knowledge, and experience to find and plan tax-saving opportunities. Our accountants familiarize themselves with your business and provide you with sound financial planning and proper integration into your business strategy. Our advisory services span all industries including, for example, retail, construction, real estate, financial services, manufacturing, medical, and more.

Our services include:

- Tax
- Accounting
- Advisory
- Startups
- Mergers & Acquisitions
- Virtual Controllership

"Non value-chain activities are perfect for outsourcing, providing today's business owners and executive teams with greater flexibility, expertise, and value. This includes accounting, bookkeeping, human resources, recruitment, and payroll. That's where we come in."

MONICA SICILIANO
De Novo HRConsulting

Payroll

Does your current payroll company truly understand your needs as an independent business owner? When we manage your payroll, our experienced processors take the time to know you and your business and provide the services you need without unnecessary and expensive add-ons.

We offer:

- Time & attendance tracking
- Painless data transfer
- Direct Deposit with online paystubs
- Customized reporting capabilities
- Employment tax withholding & remittance



Bookkeeping

EXPERTISE COUPLED WITH VALUE IS A WINNING COMBINATION. WE PROVIDE BOTH.

Our team of bookkeeping paraprofessionals provide swift and efficient services to keep you ahead of federal, state, & local deadlines, and maintain order of your internal financial records. These services include the day-to-day tasks of recording transactions that generate data about the company's financial picture, including:

- Accounts Payable
- Accounts Receivable
- General Ledger Accounting

Whether you are a small family-owned business, a start-up, a mid-sized enterprise, or something else, having well managed financial records is essential.