Checklist for choosing an accountant

Choose the right accountant with this checklist.

1. Write down what your business needs from an accountant
2. Start your search by talking with peers and colleagues
3. Interview several accountants and ask plenty of questions
4. Ask prospective accountants about your financial and business needs
5. Conduct a background check and ask for references
6. Hire someone you respect and like
7. Make sure your accountant has relevant experience
8. Make sure they are technically savvy and can use online accounting software
9. Confirm the fee structure in writing before you hire your accountant
10. Establish a review period to help maintain your relationship