

Capability Statement

One Stop Accounting & Bookkeeping, LLC

"Beyond Numbers. Behind You."



Core Competencies

One Stop Accounting & Bookkeeping, LLC provides comprehensive financial and administrative services that help government agencies operate with clarity, confidence, and efficiency.

- Full-cycle bookkeeping and account reconciliation
- Federal and state tax preparation
- Tax resolution services
- Audit-ready financial reporting
- Audit support and document preparation
- Clerical and administrative support for government programs
- Financial data analysis and documentation support

Differentiators

- Proven track record of reliable performance with on-time, deadline-driven service delivery
- Responsive communication and proactive follow-up throughout all stages of engagement
- Comprehensive understanding of government requirements, invoicing protocols, and procurement expectations
- Consistently prepares audit-ready reports and documentation that are ready for external review and meet agency standards
- Transparent about project scope and capacity – ensuring realistic commitments and long-term trust
- SWaM-certified and WOSB self-certified, with eligibility for direct award under Virginia and federal small business programs.

Past Performance

Our firm has served a diverse base of private-sector clients, including small businesses, independent contractors, and individuals.

Representative engagements include:

- Maintaining financial records through bookkeeping and reconciliations
- Preparing & filing timely tax returns to meet federal and state deadlines
- Delivering audit-ready financial reports to support compliance and Informed decision-making
- Resolving IRS & state tax issues, including back taxes and penalties
- Representing clients before IRS Collections and Appeals

Detailed past performance is available in our DSBS profile upon request

Company Data

One Stop Accounting & Bookkeeping, LLC is a woman-owned, SWaM-certified small business providing reliable accounting and administrative support services to government agencies. With over a decade of experience, we specialize in audit-ready financial reporting, tax return preparation, professional bookkeeping, and clerical support. Our services are driven by accuracy, compliance, and confidentiality – our core values essential to government operations.

UEI: V3HMWG2P3478

CAGE: 0Q0Y3

Socio-economic Certifications:

WOSB, VA SWaM (Small, Women-owned and Minority-owned)

NAICS Codes

- **541219** – Other Accounting Services
- **541611** – Administrative Management and General Management Consulting
- **541618** – Other Management Consulting Services
- **561110** – Office Administrative Services
- **541930** – Translation and Interpretation Services

Contract Vehicles

- Accepts Simplified Acquisition Procedures (SAP)
- Accepts Government Purchase Cards (GPC) and Credit Card Payments
- Eligible for set-aside and direct award contracts under Virginia SWaM and federal WOSB programs



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