Apollus Solutions

OVERVIEW & CAPABILITIES

DEVELOPED BY
Jason R. Nelson

Overview

APOLLUS SOLUTIONS

WHY Apollus Solutions?

We're driven by making people's and organization's lives less hectic, crazy, and stressful. Not everyone needs or can afford full-time support. So, we provide fractional and project-based services to organizations looking to off-load and outsource. Our ongoing or limited-time arrangements deliver the benefits of experience without the cost of full-time staff.

WHAT is Apollus Solutions?

Apollus is an administrative services firm offering outsourced accounting and bookkeeping functions. Apollus partners with microbusinesses, organizations employing nine people or fewer and revenues generally less than $2 million.

WHO is Apollus Solutions?

Apollus Solutions was founded in 2018 by Jason R. Nelson, an experienced and effective operations and back-office manager. Through Apollus, he works alongside C-level executives managing day-to-day operations and back-office functions. Jason is a graduate of the North Carolina School of Science and Mathematics, holds degrees from American University and North Carolina A&T State University, and served as a Peace Corps volunteer in Botswana.

HOW to Contact Apollus Solutions

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Capabilities

APOLLUS SOLUTIONS

Accounting & Bookkeeping

- Management of accounts receivable, accounts payable, and payroll
- Develop systems to account for financial transactions (e.g. establishing a chart of accounts)
- Maintain and balance accounts by verifying, allocating, and posting transactions
- Generate financial reports for internal analysis and review
- Liaise with client's external legal and CPA advisers

General Back-Office Management

- Develop, implement and review organizational policies and procedures
- Oversee various reporting for internal and external stakeholders
- Manage insurance renewals (D&O, business owners, workers compensation)
- Ensure legal and regulatory documents are filed and monitored in compliance with laws and regulations
- Grow the efficiency of existing organizational processes and procedures to enhance and sustain the organization's internal capacity
- Manage event and program planning (e.g. all-hands meetings, board meetings and retreats, special events, etc.)

Software Proficiency

- Authorize.net
- Bill.com
- Eventbrite
- Formstack
- GSuite
- Hubspot
- Mailchimp
- MembershipWorks
- Microsoft Office
- Quickbooks Online
- SquareSpace
- Stripe
- Wix
- Zoho

Pricing Options

APOLLUS SOLUTIONS

Bundle A:
Accounts Receivable Management

Bundle B:
Accounts Payable Management

Bundle C:
Payroll Management

I. One Bundle

$800 per month

II. Two Bundles

$1500 per month

III. Three Bundles

$2100 per month

IV. Special Projects

Priced based on nature and scope of project.