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Complete Back Office Services for Real Estate and Property Management

IQ BackOffice offers real estate and property management companies worldwide new levels of control and savings of up to 68% through our outsourced accounts payable, accounts receivable, payroll, human resources and general accounting services.

Our client-centric solutions start with a detailed review of your back office processes. Then, we reengineer these processes to SAS70 Type II/SSAE 16 standards, ensuring that your business rules adhere to industry best practices. These rules are coded into our proprietary Archimedes software, which integrates seamlessly with your infrastructure, digitizes your paperwork and ensures our highly trained staff processes transactions to your specification.

The details of each transaction are available in real time on your company's web-accessible Archimedes dashboard, providing you with the highest level of management insight and control, and ensuring you have the data you need for immediate decision support. With IQ BackOffice, your accounting and back office services are backed by a global company that processes millions of transactions each year at a 99.97% accuracy rate.

Increased Efficiency Across All Processes

Our proprietary Archimedes software helps you manage your back office processes from any web-enabled computer. In addition, our implementation and processing experts are available to ensure you have the right tools to succeed. Working with IQ BackOffice, you can make the most established processes more efficient and turn your budgeted accounting costs into real savings.

IQ BackOffice develops comprehensive business rules to process transactions within 24 hours of receipt, improve quality processing and rapidly resolve exceptions.

If there's a bigger challenge than managing diverse properties, it's managing the invoices, bills and back office processes that come with them. Every issue is multiplied by the number of properties you manage. IQ BackOffice turns your paper processes into web-based electronic solutions that balance cost, speed and accuracy while **saving you up to 68% compared to your current costs.**

IQ BackOffice services include:

- Financial statement preparation
- Accounts payable
- Accounts receivable
- Billing and cash application
- Payroll services
- Human resources
- Daily deposit verification
- Cash and credit card reconciliation
- Fixed asset reporting
- Electronic payment solutions
- Credit card payments, with rebates

Client-Centric Solutions Created Just for You

IQ BackOffice recognizes the unique challenges facing real estate and property management firms, including receiving invoices and obtaining approvals from many geographically dispersed locations, processing rents and complaints, setting up new tenants, dealing with lien waivers and certificates of insurance, matching POs with receiving tickets and invoices, resolving exceptions, duplicate billing and numerous fixed assets.

Our solutions start with detailed reviews of your processes and exceptions. Then, we work with you to build best practices and industry standards into your business rules. IQ BackOffice leverages your current systems and integrates with your existing infrastructure to reduce implementation timeframes and risk, allowing you to continue business without disruption.

IQ BackOffice turns your paper processes into web-based electronic solutions and automatically forwards them to a manager's inbox for rapid approval within a day. You'll see fewer errors, instant status reports and savings of up to 68% compared to your current costs.

With numerous clients in the property management industry and millions of transactions processed each year, IQ BackOffice is ready to help you do more.

IQ BackOffice Gets a REIT's Books in Order

A large healthcare real estate investment trust (REIT), spun off from an even larger REIT, had complex business rules for accounts payable coding, poorly documented payments from tenants and little visibility to their 100+ buildings around the country. IQ BackOffice worked with the client to develop comprehensive business rules for accounts payable and cash application, including a new approval matrix and improvements to internal controls. The client's process quality improved dramatically and we now reconcile all cash payments daily.

About IQ BackOffice

IQ BackOffice is the leading accounting outsourcer, offering 99.97% accuracy and up to 68% savings to companies around the globe. Our accounts payable, accounts receivable, payroll and human resources services leverage your current systems to deliver significant process improvements and faster access to information. Working with IQ BackOffice drives lower costs, better decision-making and stronger financial controls for our clients.



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