



Trusted Technology, Human Resources & Finance Partners.

Insource Services provides cost-effective, outsourced support to help startups, established companies and nonprofit organizations drive growth, augment business staffing and effectively manage critical business functions.

We know there is no one-size-fits-all approach to supporting your business. Our job is to make that process easier, impactful and more efficient so you can focus on the rest of your business. As your trusted partner, we customize our hands-on services to fit your needs and corporate culture - and we evolve with you as your needs change.

Led by seasoned finance, technology, operations, and human resources experts who bring creative approaches to solving business problems, the Insource staff is passionate about delivering quality service, the latest best practices and dedicated support.

Whether you need us to take on some or all of your finance, technology and human resource duties - from entry-level tasks to C-suite leadership - our knowledgeable professionals are ready to become a valuable part of your extended team.

Contact Insource Services to talk
about your business needs.

Email us:
insource@insourceservices.com

Call us:
781-235-1490



Technology

IT Management & Support

- Partnered IT services
- Implement cloud systems, desktop management, and business workflows, etc.
- Provide user support and training
- 24x7 remote network monitoring

Security

- Cyber insurance review
- Business continuity planning and incident management
- Security assessment and health check
- Design, implementation, and management of industry standard safeguards

Data Security

- Policy and compliance management
- Risk evaluation and remediation services
- Best practice tools and implementation

Cloud Management

- Guide cloud solution selection
- Evaluate options, plan the transition, and migrate data
- Train your team and manage the system over time

Expert Managed Services

- Create technology plans and budgets
- Policy and procedure creation and management
- Produce documentation for custom systems
- Business process analysis and recommendations for IT systems
- Microsoft Azure, Amazon Web Services, Google, Windows and Apple expertise

Human Resources & Training

HR Management

- Serve as your strategic partner for employment decisions and strategies
- Support growth planning, mergers & acquisitions, downsizing and more
- Conduct audits and special projects

Training

- Compliance, management development and customized training
- DEI training and facilitation
- Sexual Harassment and other policy-based training

Benefits Administration

- Identify the best available options, distill considerations and cost options
- Facilitate annual enrollment programs, manage recordkeeping

Employee Relations

- Support employee relations and performance processes
- Review and prepare communications to employees
- Support employment transitions including downsizing, restructuring, and promotions

Policy & Compliance

- Develop and document policies and procedures
- Update employee handbooks
- Interpret and serve as a resource on policy implementation to your staff

Recruiting

- Create job descriptions, source and screen candidates
- Manage the interview process, handle candidate communication
- Onboard new employees

Finance & Accounting

CFO Leadership

- Develop and execute short and long-term financial plans
- Provide leadership to finance and accounting staff
- Direct and support strategic projects to guide business decision making

Controller Services

- Ensure financial data is accurate and meaningful
- Deliver timely financial statements and reports
- Review financial transactions
- Create consistent reporting and financial management processes
- Perform financial analysis
- Manage and support annual audit process
- Present financial data and analysis to Boards of Directors & Trustees

Accounting Services

- Provide remote and onsite accounting services
- Process payroll, invoicing, accounts payable and receivable
- Perform account reconciliations
- Ensure secure, 24x7 financial data access

Project Management

- Support a full range of financial management or strategic projects
- Manage set up and launch of new organizations
- Advise on accounting and other financial management platforms and support system conversions
- Develop or strengthen internal controls, financial system design, audit preparedness, budgeting, grants management and more