

# BPBK

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BPBK is a small, woman owned company with over 20 years experience providing remote and onsite financial operation services to small and medium sized businesses. I began my practice focusing on bookkeeping, specializing in recovery and restoration of poorly maintained books, but have expanded to include a more strategic operations structure that helps clients monitor and grow their businesses. I have a passion for helping businesses streamline their systems and practices, while encouraging growth in an environment that helps both the owner and employees thrive.



## Services Provided

- [Quickbooks Online Advanced Certified ProAdvisor](#)
- Assistance and research for auditing and forensic accounting
- Payroll, Monthly Taxes (payroll and sales), Accounts Receivable, Accounts Payable
- Monitoring of owner's draws and discretionary expenses
- Oversight of bank accounts and monthly reconciliations
- Generation of financial reports that monitor overall business health
- Communication with accountant(s)
- Social networking, advertising, website maintenance, and client traffic generation
- Optimization of systems and processes



## Industry Experience

- Automotive
- Construction
- Consulting
- Restaurants (Bakery, Brewing, BBQ)
- Auction House
- Household Improvement
- Personal Fitness

## Personal Interests

- Horticulture and Pollinator Conservation
- Fitness and Nutrition
- Chicken Keeping
- Social Networking
- Economic Empowerment

## Education

- Master of Science in Personal Financial Planning 2005, *Texas Tech University*
- Bachelor of Arts in Sociology and English Creative Writing 2004, *Texas Tech University*