

# RENEE WALTON

## Private Bookkeeping Services

RW Prescott Private Bookkeeping Support | California | Remote | Serving the United States

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## PROFESSIONAL PROFILE

Premium bookkeeping and back-office financial support specialist with 25+ years of experience helping small businesses, founders, and professional teams keep records organized, accurate, and ready for better decision-making. Founder of RW Prescott Private Bookkeeping, providing confidential, high-touch bookkeeping support with a strong focus on QuickBooks Online, clean financial workflows, monthly organization, and tax-season readiness.

## WORK EXPERIENCE

### Certified Bookkeeper | RW Prescott Private Bookkeeping | Self-Employed 2026 - Present

Provides premium bookkeeping and back-office financial support for small businesses, creative founders, and professional service providers. Support clients with organized financial records, cleaner monthly workflows, and behind-the-scenes systems that make business finances easier to manage.

- Support QuickBooks Online setup, organization, transaction review, and category structure.
- Assist with account clean-up, catch-up bookkeeping, and financial back-office organization.
- Help business owners prepare cleaner financial records for tax time and CPA collaboration.
- Create simple workflows to track receipts, payments, invoices, and recurring financial tasks.
- Offer confidential, high-touch support with a limited client roster for quality and responsiveness.

**Service Focus:** Monthly Financial Recordkeeping Support

### Small Business Ownership & Freelance Consulting | Self-Employed 2002 - Present

Builds, manages, and divests creative business assets, providing marketing workflows, ecommerce operations, product planning, and founder-facing support. Experience includes developing niche business brands, guiding other creative founders through business planning and organization, and managing back-office operations.

**Service Focus:** Small Business Development and Divestment

### Charge Capture Coordinator | City of Hope National Medical Center Duarte | Employed 1992 - 2002

Coordinated charge capture workflows across 16 ancillary medical billing departments in a high-accuracy financial documentation environment. Responsibilities included reviewing records for completeness, resolving discrepancies, cross-checking data, supporting clean billing processes, and maintaining confidential documentation.

**Service Focus:** Patient Billing and Financial Data Reconciliation

## TRAINING & PROFESSIONAL DEVELOPMENT

### Bookkeeping & Small Business Financial Support

Intuit Professional Bookkeeping Certified, QuickBooks Online Certified

Ongoing Intuit ProAdvisor Certification in Bookkeeping and Accounting Fundamentals

### Business Management & Administration

Southern Methodist University - Cox Business School

Bachelor of Arts