



Tabaka & Co^{LLC}

VIRTUAL BOOKKEEPING &
BUSINESS MANAGEMENT SERVICES

VIRTUAL BOOKKEEPER & BUSINESS MANAGEMENT SERVICES
PORTFOLIO

WELCOME



I'm Jenni Tabaka!

FOUNDER OF TABAKA & CO LLC

At Tabaka & Co. I collaborate with small business owners as a trusted partner, providing customized Virtual Bookkeeper & Business Management solutions. My nearly three decades of experience across a wide array of industries and roles has equipped me with a robust skillset to effectively support your business needs. I help small business owners conquer that administrative overwhelm, giving them precious time back to focus ON their business, instead of getting bogged down IN it. Think streamlined finances, organized systems, and more freedom to grow! I'm committed to professional excellence, continuous growth, and fostering an approachable and enjoyable working relationship.

Jenni Tabaka

BENEFITS



Cost-Effective

Hiring a Virtual Business Manager eliminates most of the overhead costs associated with a traditional employee, such as office space, equipment, benefits, and payroll taxes.



Increased Productivity and Focus

By delegating time-consuming administrative tasks to a virtual assistant, you and your team can focus on core business activities and strategic initiatives that directly contribute to growth and revenue.



Flexibility and Scalability

Virtual Business Managers offer flexibility in terms of working hours and project scope. You can scale their involvement up or down based on current needs, whether it's a few hours per week for administrative support or more extensive assistance during peak periods. This adaptability allows you to adjust your support as your business evolves.



Improved Work-Life Balance

Wearing too many hats in a small business is draining. A trusted Virtual Business Manager can take over tasks, enabling a better work-life balance and reprioritization.

TESTIMONIALS

"Jenni always stepped up and handled tasks large and small, with skill and professionalism. This included collaborating on several big projects including a major office move. She always got the job done. I cannot recommend Jenni highly enough and would enjoy the opportunity to work with her again in the future."

SHANE C, IT MANAGER

"Have worked with Jenni many years. She is reliable, dependable and a pleasure to work with."

CINDY B, PRESIDENT/CEO/FOUNDER

"Jenni is an awesome project coordinator who meets the needs of her co-workers, her supervisors, her customers, and herself while making the whole process appear to be easy! She has an awesome sense of humor and her timing is impeccable."

TERRY N M, LMFT

MY SERVICES

Bookkeeping Services - QuickBooks Online

- **Transaction Management:** Categorizing and entering all income and expenses.
- **Bank & Credit Card Reconciliation:** Matching financial records to statements monthly.
- **Accounts Receivable & Payable:** Managing invoicing, collections, vendor bills, and payments.
- **Payroll & Contractor Support:** Processing payroll, preparing W-2s and 1099s.
- **Expense & Receipt Tracking:** Organizing and digitizing all business expenditures.
- **Sales Tax Filing:** Calculating and remitting sales tax.
- **Financial Reporting:** Providing key reports like P&L, Balance Sheet, and Cash Flow.
- **Accounting Software Management:** Setup, optimization, and ongoing support for QuickBooks Online.
- **Year-End Preparation:** Organizing books for seamless tax filing.
- **Financial Insights:** Assisting with budgeting, cash flow monitoring, and strategic analysis.
- **Bookkeeping Clean-up:** Correcting and organizing past financial records.



MY SERVICES

Virtual Business Management Services

- **Operations & Process Optimization:** Streamlining workflows, developing SOPs, and optimizing business systems (e.g., project management, CRM).
- **Project Oversight:** Planning, executing, and managing projects, coordinating resources and tracking progress.
- **Virtual Team Support:** Onboarding new team members, managing communication, and basic HR administration for remote teams.
- **Strategic Marketing & Sales Coordination:** Managing campaigns, overseeing CRM/sales pipelines, and content calendar management.
- **Client Journey Management:** Setting up and optimizing client onboarding, communication, and feedback processes.
- **Technology & Systems Integration:** Researching, recommending, and integrating new software or tools; basic tech troubleshooting.
- **Strategic Planning Assistance:** Supporting goal setting, market research, and preparing performance reports.
- **Advanced Administrative Management:** Strategic email and calendar management, complex scheduling.
- **Data & Performance Reporting:** Organizing business data and creating custom reports for key metrics.
- **Strategic Marketing & Sales Support:** Campaign management, CRM/pipeline oversight, content calendar, and social media strategy.

NEXT STEPS



Discovery Call

We'll work together to identify the right services and retainer package, and discuss our collaboration process.

During our meeting, we'll explore your requirements, my service offerings, retainer options, and the specifics of our working relationship.



Contract

We'll review and agree on the contract details and address any questions to ensure mutual understanding of our commitments and what's expected from each of us.



Invoicing

Upon receipt of the fully executed contract, an invoice will be generated.

Payment is respectfully requested within five business days prior to the commencement of work or the delivery of any agreed-upon deliverables.



Onboarding

This is where the magic begins! We will establish the foundational elements for our collaboration.

This involves setting up our communication methods, data sharing processes, and aligning on our priorities.

let's do
this!



Ready to take your business
to the next level?!

[Click here to book a
call with me!](#)



If you have any additional questions,
don't hesitate to email me tabakaandco@gmail.com

