

SUSAN SCHAFFER

Owner

Susan Schaffer is an accomplished accountant and certified bookkeeper with over 22 years of experience in the field. She has served businesses and professional associations across various industries, with a strong background in human resources, quality client services, and client relationship management.

Susan possesses extensive knowledge in the administration of day-to-day accounting practices, tax preparation, accounts payable and receivable, corporate financial reporting, and management of all financial aspects that impact business professionals and Political Action Committees (PACs), including both for-profit and non-profit organizations.

Her visionary leadership, wide-ranging knowledge, and dedication to staying current with the evolving needs of her clients, as well as regulatory requirements affecting their businesses, have allowed her to successfully guide and manage clients' accounting needs through start-up, turnaround, and growth phases.



Susan spent fifteen years as an Accountant for an Austin Governmental Affairs office before working seven years at a CPA firm. She has extensive knowledge in a variety of services, including income tax preparation, IRS and state audit representation, payroll reporting, QuickBooks® setup, support and training, business start-up services, financial statement preparation, and monthly bookkeeping. In her roles, she not only managed the financial needs and accounting for these organizations but also oversaw services for a portfolio of established clients, professional associations, and PACs.

Concurrently, Susan opened an accounting firm, *Your Books Are My Business*, in 2005, providing monthly accounting services to several professional clients and companies under contract. Susan worked with new business owners to help them set up effective accounting packages, budgets, and tax planning and returns, and worked with established businesses to help them streamline and strengthen their accounting operations.

In 2015, Susan closed *Your Books are My Business* and transitioned her clients to RH Management, LLC, a company specializes in supporting professional clients, for-profit, non-profit associations and PAC's with their daily operations, event management, financial reporting and analysis, budgeting and projections, as well as preparing their annual federal tax returns and required reporting. The RH Management office is located in Lakeway, TX.

Susan resides with her husband, Stephen, in Cedar Park, TX. Together, they have four children and two granddaughters. Susan is very active in her community and church. She serves on several boards of directors for local non-profits. In her free time, she enjoys sewing, gardening, and spending time with family and friends.



List of Recognitions and Accomplishments

2004 – Governor for the Day Gavel – Honoring Senator Jeff Wentworth.

2005 – Founding Member of the John Austin Pena Memorial Scholarship in loving memory of Representative Aaron Pena son.

2012 – Outstanding Service Award – Texas Agricultural Aviation Association.

2014 – Recognition for serving on the Texas Association of Addiction Professionals Conference Committee for 10 years and more.

2017 – Professional recognition for work with Young Addiction Professionals (YAP)

2021 – Chairman’s Award for tireless and passionate support.

2024 – Recognition for serving on the Texas Association of Addiction Professionals Conference Committee for 20 years or more.

2024 – ATX Women to Watch – Supporting Local Nonprofits

2025 – Outstanding Service Award – The Pressed Olive – Chef Saulo Cooper

2025 – Power is Pretty – honoring the beauty and strength of women stepping into their power in business, leadership, and community.