

Jennifer M. Aviles

CERTIFIED PUBLIC ACCOUNTANT

+971 565710292
JenniferAviles11@yahoo.com
Abu Dhabi, United Arab Emirates



SKILLS

Expertise in general accounting & bookkeeping.

Knowledgeable in Accounting Systems workflow and process flow from order to cash, procure to pay and record to report.

Knowledgeable in Netsuite Oracle, PeachTree, Alas, Microsoft Dynamics NAV & Quickbooks,

Expertise in MS Office Advance Tools

Efficient time management

Quick problem solving

Tolerant and flexible to different situations

Interpersonal Communication Skills

Ability to work with a team and independently

Process Improvement

CERTIFICATION

Certified Public Accountant

Oct 2016

Professional Regulation Commission, Philippines
Professional ID No. 0173883

EDUCATION

Bachelor of Science in Accountancy

Mary the Queen College (Pampanga)
Guagua, Pampanga
2016

- Dean's Lister (2013-2014)
- Academic Scholar, Handog Karunungan of House of David Foundation, Inc. (2011-2013)
- Academic Scholar, Provincial Government of Pampanga (2011-2016)

SEMINARS AND TRAININGS

Understanding the PQF in Government Practice

77th PICPA Annual National Convention

63rd AGIA Annual National Convention cum Seminar

2021 Tax Updates Seminar

75th PICPA Annual National Convention

Registration & Taxation of Online Selling Business

How to Survive your BIR Audit

How to Communicate with Diplomacy, Tact and Credibility

FS Review and Analysis (Identifying False Financial Reporting)

Value Added Tax

Managing BIR Audit

Financial Statement Analysis and Review

Code of Ethics for Professional Accountants

Business Fraud

Personality Development

Payroll, Withholding Tax Compensation and Fringe Benefits Under the New TRAIN Law

Withholding Tax Final and Expanded Tax Under TRAIN Law

Updates on IFRS: IFRS 9,15 and 16

PFRS for Small Entities

Tax Reform for Acceleration and Inclusion (TRAIN)

Special Laws in Taxation

PERSONAL DETAILS

Date of birth

October 11, 1994

Nationality

Filipino

Visa status

Visit Visa

Marital status

Single

LANGUAGES

English

Filipino

ABOUT ME

An Accountant with a demonstrated history of working in Government Agency, Energy Industry, and Human Resourcing Industry. Skilled in Management Reporting, Financial Reporting, Budgeting, Costing and Analysis, Accounting, Generally Accepted Accounting Principle (GAAP), Payroll, Bank Reconciliation, Disbursements, Journal Entry Vouchers and TAX Compliance.

Bringing a strong sense of dedication, motivation, and responsibility to the organization and utilizing skills and qualifications obtained through education and experiences.

WORK EXPERIENCE

Administrative Assistant VI from December 2021 to March 2022 promoted to Administrative Officer IV from March 2022 to March 2023

Provincial Government of Pampanga (Provincial Accountant's Office) / City of San Fernando, Pampanga, Philippines / Dec 2021 - Mar 2023

Accomplishments:

- Assisted and helped the team in summarizing large quantities of data using Microsoft excel skills in a way that makes it easier to organize and process payments.
- Built and maintained strong relationships with suppliers and co-workers.

Duties and Responsibilities

- Responsible for the preparation of Journal Entry Voucher (JEV) for payroll and vouchers.
- Responsible for the verification and checking of supporting documents of payroll and vouchers.
- Responsible for the checking of computation of claims of the employees & suppliers of the Province.

Accountant

Pampanga II Electric Cooperative, Inc. / Guagua, Pampanga / Jun 2020 - Nov 2021

Accomplishments:

- Provided the annual strategic financial budget for the company.
- Complied with established internal controls and policies.
- Properly handled important issues like tax audits and compliance.
- Successfully lead and handled disbursement team while simultaneously handling tax compliance and budget management.

Duties and Responsibilities

- Analyzes and records appropriate transactions in Check Registry Books.
- Assures completeness and validity of supporting documents requested for disbursement posted in check register and maintain proper filing and maintenance of check vouchers.
- Process online payments, loans payments including amortization monitoring of loans.
- Check ORs / invoices submission for reimbursement of Representation allowance as well as the claimable input VAT.
- Annually printing of Check Register Book as per BIR submissions.
- Preparing necessary adjustments as needed for proper recording in books.
- Preparing necessary documents needed by the external auditors.
- Preparation of different PELCO II's tax returns, payments and submissions to Bureau of Internal Revenue and all local taxing.
- Prepares yearly COB of PELCO II together with supporting schedules and records necessary for Budget Vetting for each Cost and Control Centers.
- Providing schedules, reconciliation and response letter for any tax assessment received by PELCO II.
- Analyzes all transactions posted in PELCO II's accounting books affecting tax compliances and proposed any adjustments in process or any accounting treatment affecting tax as required.
- Assists in the preparation of financial reports and schedules.
- Responding to any letter's received by PELCO II related to tax.

Financial Auditor

Pampanga II Electric Cooperative, Inc. / Guagua, Pampanga / Dec 2019 - Jun 2020

Accomplishments:

- Produced reports on cash count audits of all collection centers and revolving funds with process improvement recommendations.
- Conducted an annual audit on disbursements, examined the process and vouchers, produced audit report with process improvement recommendations.

Duties and Responsibilities

- Reviews the internal controls related to Books of account and documents such as: Check Register and Check Vouchers; Journal Register and Journal Vouchers; Accounts Payable (AP) Register and AP Vouchers; Sales Register; Cash Receipts Register and monthly bank reconciliations; Material Register.
- Formulates and implements Annual Audit Plan relating to financial representations and compliance audit engagements to ensure that the department's targets are achieved as planned.
- Prepares audit reports for submission to the Internal Audit Manager.

Accounting Team Lead

Quaerito Qualitas, Inc. / Makati City / Dec 2018 - Nov 2019

Accomplishments:

- Became the project manager and led the team in the implementation and migration to a new accounting software called the Microsoft Dynamics NAV which increased efficiency in handling accounting controls, records and reports.
- Arranged and conducted monthly financial review with Executive Personnels to identify key areas of overspending and reduce outgoings.
- Manage and supervise personnel on their day to day work to ensure effectiveness and efficiency.
- Accelerated month-end closing process by implementing scheduled error checkpoints, reducing errors found at later stages by 70%.
- Led 4-member accounting team for a year, producing a 10% increase in team productivity.

Duties and Responsibilities

- Financial Recording and Reporting
 - Lead and coordinate the day-to-day operations of Accounting ensuring strict adherence to internal TAT and quality of work.
 - To ensure that all accounting entries are complete and in accordance with GAAP and are duly supported with proper documentation.
 - Performed assigned tasks and lead the team for month-end and year-end closing.
 - Timely review of Trial Balance, General Ledgers, and Subsidiary Ledgers and reconciliation of accounts.
 - Timely preparation and submission of Financial Reports.
 - Consolidated Profit and Loss and other reports.
- External Compliance and Audit
 - Ensure adherence to deadlines on payment and filing of appropriate taxes.
 - Ensure 100% compliance with all relevant SEC requirements.
 - Assist external auditors during financial audit and tax assessment/audits.
- Costing and Financial Analysis
 - To work with operations in the preparation of financial information required for client presentation and proposal, and when necessary, to attend client meetings.
 - Monitor cost and profitability of clients/projects.
 - Conduct and provide financial analysis.
- People Management
 - Setting and reviewing KPIs for staff in relation to their JD's.
 - Monitoring monthly scorecards of the team and conducting performance reviews and interventions, coaching and training, when needed.
 - Responsible for learning and development of the team.

Accountant

Quaerito Qualitas, Inc. / Makati City / Nov 2016 - Dec 2018

Accomplishments:

- Produced month-end operations report on or before 10th of the following month for two consecutive years.
- Updated monthly bank reconciliations of the company.
- Maintained organized filing system of vouchers and various company records and documents.

Duties and Responsibilities

- Preparation of journal entries ensuring accurate and appropriate recording.
- Perform assigned task for the monthly financial closing process.
- Assist in maintaining the book of accounts, ledgers and other financial records/reports in compliance with Generally Accepted Accounting Principles.
- Bank Reconciliation
- Prepare Accounts Payable Voucher ensuring that the expense transactions/requests are duly approved with the required supporting documents (SI, PO, PR, etc.) before processing.
- Ensure adherence to deadlines on payment and filing of appropriate taxes such as, but not limited to, VAT, Withholding Taxes, Alpha List together with the corresponding tax returns and schedules.
- Assist external auditors during regular annual and special audits.
- Maintain organized filing system for reference and audit purposes.

REFERENCE

References available upon request