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Highly-organized and detail-oriented accounting professional seeking to utilize skills for the betterment of myself and my next future team. Committed to driving continuous improvements for finance operations through the identification and implementation of process enhancement opportunities. Willing to accept responsibilities beyond immediate job description at management's request. Accurately, perform a broad range of functions in a fast-paced environments, regularly completing workload and reports ahead and on-schedules. More importantly, quickly earn trust, confidence and respect of colleagues and management towards work and work etiquettes.

Advanced user of Microsoft Office Suite and comfortable using Microsoft 365. Experienced in using Computerized Accounting System, such as Microsoft Dynamics Navision, as well as ERP SAP4HANA.

EXPERIENCE

MAY 2018 – SEPTEMBER 2023

ASSISTANT ACCOUNTING MANAGER, P.J. LHUILLIER GROUP OF COMPANIES

ACCOUNTS PAYABLE

- Ensure all Vendor invoices are processed in timely manner for allocated ledgers as per Company policy
- Supervise validity of the contracts before processing payments.
- Ensure that all creditor files are properly maintained for future references and that all the invoices are original, supported by proper documents and approved by department heads before payment processing.
- Ensure creditors are paid promptly and professionally.
- Communicate with department heads/purchasing department/cost controller and creditors/suppliers for any clarification and to answer creditors' queries relating to invoices.
- Accrue all expenses occurred during the month in the month-end closure if invoices have not yet been received.
- Work on Bank reconciliation during month end.
- Communicate to Treasury Department to ensure timely and orderly creation of payment modes.
- Perform Vendor reconciliation for all Category vendors and ensure the unreconciled items are cleared before month end.
- Ensures that any correction made after the closing pertaining to previous month should be through Journal Voucher only and approved by Department Head and Controller.
- For Multi-Currency Transactions, checking all issued cheques before passing the same to Group Heads for signature.
- Aged AP balances to be closed on time.
- Strong awareness of internal control and security concerns.
- Help support in developing the use of new process flow and Robotic Process Automation (RPA), as well creation and implementation of accounting tool/system.
- Support and prepares reports requirements of Internal and External Audits, as well as Statutory bodies.
- Train and mentor junior accounts payable staff members.

ACCOUNTS RECEIVABLE

- Manage and oversee the accounts receivable process, including invoicing, payment collections, and reconciliation.
- Monitor customer accounts to ensure timely and accurate payment.
- Prepare and analyze monthly financial reports related to accounts receivable, both Customers/Clients, Due from Officers and Employees and Related Parties Transactions
- Handle customer inquiries and resolve any billing issues or disputes.
- Working with the collections department to review accounts and client payment and credit history to develop new or better repayment terms.
- Train and mentor junior accounts receivable staff members.

GENERAL ACCOUNTING

- Generating reports and financial statements for internal use.
- Prepare Financial Statement Accounts Schedules, other management reports, and regulatory reports for assigned companies.
- Assist with the development and maintenance of accounting policies and procedures, including research of new accounting transactions, by utilizing available technology and other resources
- Prepares Financial Data Report during Audit
- Assist internal, external, and regulatory auditors in retrieving requested documentation
- Handle accounting issues and conduct special projects as assigned or requested
- Identifying opportunity for process automation
- Review and analyze tasks to identify potential operational efficiencies and automated solutions for manual processes.
- Review GL account reconciliations following up on aged items
- Handling month-end, quarter-end, and year-end closing procedures
- Reconciles data for vat/tax filing
- Reconciles bank accounts
- Review and post day to day transactions
- Review and post monthly depreciation, accruals and other g/l accounts
- Maintain monthly, quarterly, annual, and ad-hoc reporting to internal and external authorities where required
- Check and approve clearances of separated employees

JUNE 2012 – APRIL 2018

ACCOUNTING ASSISTANT, P.J. LHUILLIER GROUP OF COMPANIES

- Reconciles and checks cash flow against actual cash count of more than 300 branches
- Corrects transaction data in branch module
- Prepares bank reconciliation
- Prepares coordination sheet for operating companies' personnel related to discrepancies in the branch transaction.
- Coordinates with operating companies personnel and maintains accurate and updated records of book of accounts such as cash receipts and revenue, sales and ledgers
- Checks the accuracy of transactions made in the branches
- Checks payment requests, purchase orders, cash advances, reimbursements, etc.,
- Prepares corresponding journal entries
- Reconciles Financial Account Schedules
- Prepares Gross Income Data for Bureau of Internal Revenue Report.

EDUCATION

JUNE 2008 – MARCH 2012

BACHELOR OF SCIENCE IN FINANCIAL ACCOUNTING

UNIVERSIDAD DE MANILA

Intramuros, Manila Philippines

SKILLS

- Experienced with Computerized Accounting Systems such as ERP - SAP4HANA and Microsoft Navision
- Proficient in Microsoft Office such as Microsoft Excel, Pivot tables
- Highly knowledgeable in reconciliation of Related Parties Transactions
- Accounts Payable, Accounts Receivables and General Accounting
- Ability to work easily under deadline
- Training and Mentoring
- Customer Orientation / Relations
- Business Knowledge
- Interpersonal Skills
- Communication
- Excellent written and verbal communication skills