

## Candidate 165421192

*Bookkeeper*

### SUMMARY

She is a bookkeeper with 8 years of experience working with Australian clients and is well-versed in Australian Taxation Office (ATO) requirements. Her expertise spans accounts payable and receivable, bank reconciliation, payroll, taxation, and financial reporting.

She manages invoice processing, communicates with suppliers to resolve discrepancies, and maintains accurate financial records, including the general ledger and reconciliation reports. She is skilled in handling aged receivables, ensuring timely collections, and preparing tax submissions in compliance with ATO standards. In payroll, she efficiently processes weekly payroll for over 300 employees, manages superannuation, terminations, and leave. Additionally, she utilizes the Merlin POS terminal to generate monthly rebate reports, verify details, update pricing, and create weekly departmental and item sales reports.

Her administrative strengths include preparing financial statements, coordinating business permits, and addressing client inquiries, making her a valuable asset in financial management and operations.

## TOOL & SOFTWARE USED

Xero	Attache	Asana
Quickbooks	Epicor	Merlin POS
Sage	Hubspot	Paypal
ABCIS	Kustomer	Google Space

## WORK EXPERIENCE

### Bookkeeper

Multiple Australian clients

October 2018 - Present

#### Duties and Responsibilities:

##### Accounts Payable

- Enter invoices and complete statement reconcile for all Suppliers
- Enter receipts for COD payments
- Communicate to Suppliers if there's any queries and variance in price and qty compared by docket report

##### Accounts Receivable

- Create draft invoices for internal and external clients
- Follow up collection of invoices, allocation of payments for internal and external clients
- Reconcile client accounts
- Assist with performing credit checks on prospects and reporting management
- Managing Aged receivable accounts make sure no more than 60 days account outstanding
- Reconcile bank statements
- Utilizing bank feeds to reconcile internal and external client accounts weekly
- Provide weekly reconciliation report and obtain missing information on transactions
- Collect all relevant paperwork and store electronically for clients and internally
- Importing and exporting ABA file in bank, create BPAy payments, Direct Debit / credit and transfers

##### Reporting and Admin

- Maintain General Ledger
- Minimal management of cash flow
- Data entry including uploading and processing within the system

- Keeping financial process documentation current and provide assistance in creating new processes, if necessary.

### **Taxation**

- BAS preparation and lodgment in ATO portal
- Annual taxation rec before submitting to the Tax agent
- Answer all TAX related queries

### **Payroll**

- Weekly Payroll processing for 300+employees, Super, termination and leave Processing
- Investigate rejected pays in bank
- Payslip sending , STP rec, superannuation rec and other reconciliation reports for Payroll (SDA, childsup, salsac and Volsup)
- Payroll reports

### **Accounts Receivable bookkeeper**

**Multiple US and UK clients**

**April 2021- November 2022**

#### **Duties and Responsibilities:**

- Processing accounting receivables and incoming payments in compliance with financial policies and procedures.
- Recording and posting customer payments and credits to the appropriate accounts
- Generating and sending customer invoices and statements
- Maintaining accurate and up-to-date customer information
- Monitoring customer account discrepancies and issues
- Preparing reports and Analyses of the accounts receivable data
- Communicating with customers and internal team regarding account- related issues or inquiries.
- Maintain accurate records of the company's – tracking incoming payments, managing customer accounts and reconciling customer statements.

### **Bookkeeper**

**Clear Corporate Solutions Phils. Inc.**

**January 2017 - September 2018**

#### **Duties and Responsibilities:**

- Check and verify source documents such as invoices, receipts, computer printouts
- Allocate and post financial transaction details to Xero - Reconcile and balance all accounts
- Record accounts and do manual journal entries
- Draw up financial statements (trial balance, income statement, balance sheet)
- Collate and analyze account data and generate financial reports - Track and maintain inventory records

- Manage accounts payable and accounts receivable
- Be in-charge in the preparation and lodgment of BAS to ATO
- Maintain complete filing system to support financial records
- Provide clerical and administrative support to management as requested
- Contribute to team effort by accomplishing other tasks as requested by the client and/or management.
- Receive, verify invoices and match against raised POs
- Verify that invoices and transactions comply with POs, and authority delegations
- Process authorized supplier invoices in an accurate and timely manner
- Coordinate and batch supplier accounts for scheduled payments, according to payment schedule
- Reconcile all supplier accounts on a monthly basis to supplier statements
- Code and reconcile staff reimbursements in line with policy and procedure
- Reconcile credit cards and petty cash
- Reviewing of coding of invoices to the general ledger including analysis and expenditure
- Compliance checks of payments to approved supplier list and procurement policies
- Processing of payroll including payroll file payment and generation in HR

**Accounts Payable Officer/Bookkeeper**  
**Rafol And Associates, CPAs**  
**February 2016 - December 2017**

**Duties and Responsibilities:**

**Administrative**

- Prepares collection report and monitoring of the Company's outstanding receivables
- Prepares monthly profit and loss statement of the Company
- Prepares own regular weekly and monthly work schedules for review of Manager
- Prepares personal monthly time report, vacation leave forms, sick leave forms and overtime forms
- Responds to client calls and emails

**Operations**

- Performs day to day administrative activities necessary for the operations
- Prepares the following requirement for the Company and Company's clients:
  - Quarterly income tax returns
  - Annual income tax returns
  - Monthly and Quarterly VAT returns/ VAT Reliefs
  - Monthly Percentage Tax returns
  - Monthly 1601-C / Annual 1604-CF
  - Monthly 1601-E / Annual 1604-E
  - SSS, Philhealth and Pag-ibig Form contributions
  - Other reportorial requirements

- Prepares accurate BIR, SSS, Philhealth and Pag-ibig forms for the clients and for the Company
- Profit and loss statements and other financial reports as needed
- Encodes transactions of the Company and Company's clients in excel of any accounting system designated by the Company
- Prepares book of accounts of clients and the Company
- Attends to and deals with client matters and requests from time to time
- Handles client complaints promptly
- Other tasks that will help the smooth running of daily operations Finance Function
- Follow up collections from clients
- Sends billing statements to clients

### **Accounting Clerk**

**Gallera Y Montaña Ventures Corporation**

**October 2015 - February 2016**

#### **Duties and Responsibilities:**

- Check voucher and journal voucher processing
- Remittance of BIR Forms like VAT, Withholding Tax and Income Tax Returns
- Processing of business permit and annual registration
- Processing of cash advances

## **EDUCATION**

Angeles University Foundation

Bachelor of Science in Accountancy

October 2015



02 72577856



[ttp-outsourcing.com](http://ttp-outsourcing.com)



[hello@trusttheprocess.com.au](mailto:hello@trusttheprocess.com.au)