

Candidate 16569872

Accountant

SUMMARY

He is an accounting professional with 5 years of experience handling Australian clients and expertise in AU Accounting and Taxation. He specializes in various accounting functions such as AR/AP management, payroll (end-to-end), transaction categorization in Xero, reconciliation, income statements, BAS, and GST analysis.

He is proficient in tax filings, including rebates and statement lodgement, and provides annual accounting preparation for sole traders and students, ensuring compliance with ATO regulations. He also performs ratio/trend analysis, data visualization, and prepares working papers that tie up for accurate financial reporting, managing entire year-end financials.

Certified as a CPA, CTT, and RCA, He is skilled in using accounting systems like QuickBooks, Xero, and Bill.com. He has a strong background in financial statement preparation and analysis, and offers expertise in financial management and tax compliance. He is also a part-time college instructor, teaching taxation and IT audit.

His diverse skill set, extensive experience, and commitment to continuous learning make him a valuable asset in any accounting role.

TOOL & SOFTWARE USED

Xero	Justworks	Bill.com
Quickbooks	Gusto	Shopify
Expensify	Tax1099	FYI Docs
Harvest	SAP	Microsoft and Google suits

WORK EXPERIENCE

Accountant

Scrubbed.net LLC

June 2023 – Present

Duties and Responsibilities:

- Manage accounting functions for biotechnology industry clients based in the US and Australia.
- Perform general and monthly recurring accounting tasks, ensuring compliance with US GAAP, AU Accounting, and US Taxation.
- Key responsibilities include:
 - AR/AP processing
 - Bank reconciliation
 - Balance Sheet account reconciliations
 - Inventory analysis
 - Cleanup of prior-period financials
 - Financial statement analysis

Accountant (Freelance)

Flightco, Inc. USA

November 2023 – October 2024

Duties and Responsibilities:

- Contracted as a US Accountant on an independent contractor basis for a logistics client.
- Managed AR and AP processes and logistics systems management.
- Assisted cash and accrual basis US clients with their books and month-end accounting processes.
- Applied US GAAP and tax provisions to ensure compliance.

Freelance Intermediate Accountant

SBO Financial Australia
January 2022 – November 2023

Duties and Responsibilities:

- Contracted as an experienced intermediate accountant, performing monthly reconciliation of balance sheet accounts and account cleanup.
- Handled accounts payable payment processes for clients across various industries.

Tax Compliance Associate
Reyes Tacandong and Company
August 2020 – December 2021

Duties and Responsibilities:

- Specialized in monthly contract tax services, providing tax guidance to clients and ensuring compliance with the Tax Code.
- Utilized QuickBooks for financial investigations and IRS/BIR regulations for taxation purposes.

EDUCATION

University of Saint Louis Tuguegarao
Bachelor of Science in Accountancy
March 2020



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