

BENEDICK



Finance Executive

CAREER OBJECTIVE

Senior Accountant with 15 years of experience in tax and compliance, treasury, accounts payable, credit and collection, general ledger and business process & financial system and management reporting. Preparing accounting statutory & management reports, proficient in SAP, Oracle System, XERO, Quickbook, Sage, Tax Cycle, Dext, Hubdoc, TaxPrep, Netsuite, Wave and Caseware. Looking forward to leveraging my knowledge, skills and experience into a role as Team Leader in Finance and Accounting.

PROFESSIONAL EXPERIENCE

████████████████████ – Accountant

(August 22, 2023 to present)

Clients: Canadian, US, Australian, UK Accounting Firms

- Reconciling the company's bank statements and bookkeeping ledgers.
- Examining expenses submitted by employees.
- Managing income and expenditures accounts
- Generating the company's financial reports using income and expenditure data.
- Analyzing data to understand where the company is generating and losing revenue.
- Keeping a check on the company's finances based on financial status.
- Filing and remitting taxes and other financial obligations.
- Initiating and managing financial and accounting software used by the company.
- Preparation of dividends.
- Ensure accuracy of financial statement in accordance with GAAP and compliance with internal policies
- Preparation of accounting statutory and management reports (Trial Balance, Adjusting Entries, Reclassifying Entries, BS, P&L, Draft FS, Engagement Letter, Management Representation Letter, Knowledge of the Entity, Worksheet Time Budget, Completion Checklist, Income Tax Return)
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EDUCATION

Master of Business
Administration

2014-2017

Finance and Management
Accounting

2004 - 2008

KEY SKILLS

Analytical thinking, planning



Strong communication



Tolerant and flexible



Organization and prioritization



Problem solving



Team leadership



Internal Auditing



Business Process &
Documentation



MS Excels, Words, PPT



Client Relationship
Management



Project Management



CERTIFICATION

Sessions: Strategic Inventory management and PFRS 16/Clark Freeport Zone/ Nov. 27, 2019

Train Implementing Rules and Regulations/ SBMA/ Nov.16,2018/FINEX

Robotic Process Automation/Manila Peninsula/ SBMA/ Mar.20-21,2018/RPA Philippines

Strategic Mgt. System Through Process Mgt. & Balanced Scorecard Model/Makati Sports Club/ SBMA/Nov.16-71,2017/Fiera de Manila

Project Management/ Iligan City/Oct.16-17,2017/Aboitiz Company

Problem Solving & Decision Making/ Makati City/Sep. 16-17,2017/Aboitiz Company

Innovation 101/Tarlac City/Jan. 13-14,2017/Aboitiz Company

Aug 13,2018 – July 14,2023
Sr. Finance Executive- General Accounts (Mar 1, 2019 to July 14,2023)

- Leads the General Account and analyze the transactions of Accounts Receivable, Cost Accounting, Accounts Payable and Treasury
- Preparation of accounting statutory and management reports (CFO Reports, BS, P&L, Cash Flow, Contribution Margin, Income Tax Return) and send to Chief Finance Officer and Singapore Head Office.
- Manages the accounts payable and receivable team. Monitors and verifies documents and post entries of accounts payable function treasury function and account receivables function.
- Consolidation, inter-company transactions and reconciliation, including foreign currency revaluation and accounting.
- Ensure accuracy of financial statement in accordance with GAAP and compliance with internal policies.
- Manage fixed assets- depreciation and lapsing.
- Closing of treasury, accounts receivable, accounts payable and general accounts module every month end.
- Monthly expense and balance sheet account variance analysis.
- Monthly physical inventory. Serves as the company petty cash custodian.
- Interface with management in various department, including engineering, sales operations, IT and Finance Head office.
- Participates and supports special projects.
- Leads year end financial and tax audit.
- ---ISO Writer, Safety and Security Committee; Internal Auditor, Business Process Champion

Aug 13,2018 – July 14,2023
SENIOR FINANCE OFFICER- Accounts Payable (Aug 13 to Feb 28, 2019)

- Leads the Accounts Payable team in day to day operations in a fast-paced, high volume environment.
- Provides oversight of Accounts Payable processes, ensures accuracy and timeliness of data processing, manages payment disbursement, and resolves invoicing issues.
- Responsible for Vendor Relations and all payment disbursements.
- Manages tax related matters, including input vat, withholding tax (employee & compensation)
- Supports best practices in the Procure-to-Pay cycle.
- Manages monthly closing of Accounts Payable module and posting of month end information (accrual, journal entries, adjustments)
- Ensures accuracy of reports for AP aging, accrued purchases, and other payables related reports.
- Monitors and improves key performance indicators.
- Analyzes aging of payables and prepares weekly standardized reports.
- Manages the Travel Expense program, cash advances and reimbursement system.
- Responds to Audit, consultant, and other stakeholder inquiries and requests.
- Participates and supports special projects.
- Other duties as assigned.
- ---ISO Writer, Safety and Security Committee; Internal Auditor

THESIS / Cum Laude /
Master's Degree/ University of
Santo Tomas

Deans' Lister / 2004-2008 /
Tarlac State University

Honorable Mention / Our Lady
of the Sacred Heart College

Class First Honor / San Miguel
Elementary School

Mar 2009- July 2018
FINANCIAL SYSTEM & BUSINESS PROCESS SPECIALIST – Sep. 1,
2017 to July 31, 2018

- Assess the current state and improves the financial process assigned – elimination of wastes and redundancies in the processes, alignment of processes across sites, establishment of efficiency measures (as needed), and design of relevant and effective controls.
- Identifies automation opportunities, ensures that functional requirements are accurately and completely captured, systems developments are monitored, and user acceptance testing are properly executed prior to system deployment.
- Communicates and models a good customer service philosophy for the Finance and IT Departments by complying with all departmental standards for responding to customer service requests.
- Act as the Project Management Officer (PMO). Monitors the month end closing activities by ensuring that all data will be provided within cut off. Team Lead on Procure to Pay Process for digital projects.

CASH SERVICES SPECIALIST (AP & AR)– Aug. 2009 to July 31, 2018

- Payment of invoices, proofing of checks and communicated with outside vendors. Resolved issues on invoice issues in collaboration with associates and vendors.
- Handled the day-to-day processing, accuracy of information, verification of AP non trade and PO Matching transactions to ensure that finances are maintained in an effective, up to date and accurate manner.
- Bank Check Writing Facility. Preparation of manual checks.
- Prepared funding requests for the weekly disbursement for employee expenses and vendors' payables.
- Payment and crediting of expense reports, liquidations, reimbursements, and cash advances of employees to their respective imprest and payroll accounts.
- Prepared accounting reports: Outstanding Checks, Cash Requirements Reports, Cash Disbursement Reports, Staled Checks, Released and Unclaimed Checks.
- Prepared Certificate of Withholding Tax (CWT) and issued to vendors.
- Performed month end journal entries and reconciliation. Ensured compliance with accounting deadlines.

Extra-Curricular Activities:

- *Branding Task Force, ISO Writer, Task Force Leader for Team Innovation, Project Management Officer of Finance, Accounting, Tax and Credit and Collection Team*

ACCOUNTING ASSISTANT– Mar. 4, 2009 to July 31, 2009

- Freight Validation, Freight and Trucking Expense Report. Book and Bank Reconciliation.
- Processing of Sales Invoices (Sending, Matching, Filing of Sales Invoices)
- Filing of Check Vouchers, Journal Vouchers, Expense Reports, Cash Disbursement Reports, and other accounting documents
- Inventory of Finished Products and Raw Materials, Office Supplies, Spare parts of Maintenance Dept.
- Preparing of Purchase Requisition of accounting office supplies
- Maintaining the orderliness and cleanliness of accounting documents.

OUTSOURCED ACCOUNTANT– May 26, 2008 to Sep 27, 2008

- Generating Sales Report, Gross Profit Report, Commission Report, Client Ranking Report and Statistical Report
- Daily Invoicing, Formulation of purchase order costing including pre-costing and final costing. Book Reconciliation
- Delivery Receipts, Debit and Credit Notes Preparation
- Preparation of the price lists. Encoding of new products and customers
- Answer inquiries to the Sales officers regarding the remaining inventory of the raw materials. Primary back up the accounting manager.

