**JOSEPHUS, CPA**

**JOSEPHUS.361660@2freemail.com**

**CAREER SUMMARY:**

**More than 6 years experienced in accounting industry** in a shared service environment, banking treasury department and food and beverage industry with extensive and diverse accounting experience in credit, collections, cash application, billing, month-end accounting close, Banking (Reports and reconciliation section), bookkeeping, Key performance indicator (KPI) management, cost accounting, variance analysis, bill payments, sales reporting and month-end financial procedures and reporting. Highly proficient in Microsoft Word, Excel, PowerPoint, SAP, SAP SCRIPT, SSF, ORACLE,SUN system, CITRIX and QuickBooks. Areas of expertise:

* Receivables Management
* Bank Reconciliation
* Balance Sheet Reconciliation
* Cost Accounting
* Stakeholders Management
* Sales reporting
* Process Improvement
* Project management
* Process Migration
* Executive Reporting
* KPI Management
* Payables Management

**WORK EXPERIENCE:**

**REGUS SERVICE CENTER PHILIPPINES BV (ROHQ)**

3rd floor W building 28th Street, Bonifacio Global City,Taguig City

Dec 2016 – current

**FINANCIAL ACCOUNTING ANALYST**

* Able to manage the accounting and account reconciliation of customer ledgers within the deadline.
* Ensured all transactional /operational postings, accounting entries and reconciliations are prepared accurately, completely and by specified deadlines.
* Reconciled bad debts provision account for 40 countries that leads to the discovery of floating items. These were properly escalated to the responsible team for adjustments.
* Full support was provided to the stakeholders, including other Accounting Towers, LSCs, Group HQ Finance and the GSC Financial Reporting Team, ensuring deliveries are of the required quality & meet expectations especially for customer related inquiries.
* All identified recon items were properly attended and coordinated with set timeline of actions and resolutions.
* Making sure all customer payments are applied and allocated on a timely basis thru proper reconciliation of customer accounts.
* Constant review of the accuracy of data being delivered, eliminating the risk of any financial impact which was unforeseen.
* Ensured all accounting entries and reconciliations are completed for month end close, or other defined deadlines by proper monitoring and follow ups.
* Assisted other team members in accomplishing their task to able to meet the said deadline.
* Supported the company for audit requirements to achieve green light results.
* Suggested new way of computing bad debt provision to make it more efficient and comparable.
* Introduced to the team, new procedures on how to generate bad debt analysis report efficiently. Commendations was received from the team for the said proposal.
* Received positive feedback from the managers and team members for learning the process within a short period of time.

**LA LOLA GROUP**

Unit 6G 6th Floor Icon Plaza 26th Floor Bonifacio Global City, Taguig City 1634

Sept 2016 – Nov 2016

**SENIOR ACCOUNTANT**

* Managed the team and ensure that all task where delivered timely and correctly.
* Pioneered the new way of generating variance analysis that paved way for the management to become more sensitive to variances.
* Generated monthly costing for all La Lola stores in a more detailed and structured manner which lead for the management to increased control to reflect accurately the purchases, ending inventory and spoilage reports.
* Computed amount of spoilage for every store with deep analysis to identify the major contributor that lead management to make proper decisions by making statistics to know the volume of sales for every product and implement budget in terms of product volume production.
* Published process documentation for some process within the company that will be used by newly hired employees as references, back-up purposes and even for audits. This is the first time that the process within the company was documented.
* Ensure that all entries entered in QuickBooks were correct and properly authorized.
* Created templates for variance analysis that increased efficiency for generating the report.
* Assured that the daily revenue report is sent to management on time.
* Received commendation from Chief Financial Officer for creating a new consolidated monthly sales report for all La Lola stores including franchise to be used by management to track profitability and for making business decisions.
* Generated cash position on a weekly basis for the management to know their liquidity for proper control and decisions with regards to investments and expenses.

**BAYER BUSINESS SERVICES PHILIPPINES INC. (BBSPI)**

10th Floor Science Hub Tower 2 Campus Ave. McKinley Hill Cyber Park, Fort Bonifacio, Taguig City.

August 2012 – June 2016

**ACCOUNTING PROCESS EXPERT (Japan, Korea, Germany, Europe, Australia and New Zealand Entities)**

**Accounts Receivable**

* Supervised the team and ensure a prepared, informed and motivated workforce.
* Process issues were solved properly by ascertaining that the team will provide timely and detailed root cause analysis (RCA).
* Received commendations from stakeholders for continuously meeting and exceeding our key performance indicators (KPI / DSO) targets.
* Obtained green light during audits by continuously performing checks to ensure all internal control system (ICS) controls such as bank reconciliation, payment differences, exception list, transitory bank accounts, customer open items, value adjustment and write offs are working. Nominated to assist and liaise with the auditors during company audits
* A member of the project’s transition team which studied, facilitated, and coordinated the transfer of the Finance and Accounting Process done in Bayer Australia and brought that transaction process to the Shared Service Center in Manila specifically the account receivables transactions. (May – June 2014)
* Studied and analyzed the accounting process done in Australia and New Zealand in order to create documentation, modify and align it to the global standard method of processing before transferring it to Manila.
* Reduced ANZ customer open items by 30% by carrying out follow up actions to ensure receivables aging is clean and up to date.
* Spearheaded the process improvement “Customer Reminder” that increased Australia auto match rate from 16.88% to 26.10%.
* Nominated as BCP focal person within the team. Can support different countries when needed such as: Germany, Italy, Korea, Australia and New Zealand and Japan.
* Commendations were received from Japan Legal Entity for smooth month end closings.
* Commendation received from Korea Credit Manager for performing the special request of resetting 437 cleared documents, changing baseline date of 772 invoices and clearing 437 items in effect of the wrong settings maintained in Master data
* Lead “Banking Team Manila” that facilitates the creation, modification and deletion of bank accounts.
* Handled customer queries on invoice and receipts through incoming calls and mails.
* Created and updated customer master data information in the system.
* Researched and resolved payment discrepancies through investigation and customer contact.
* Supported GA colleagues to ensure timely month end closing.
* Assured that special and standard request are done within the SLA such as posting and reversal of bad debts expense and allowance for bad debts, posting of recoveries from customers, customer reimbursement, clearing of customer accounts, fixed assets management, posting of credit card and check payments, posting of claims, rebates, discounts in customer account, netting process, letter of credit, processing of sales invoice and credit notes, preparation of pro-forma invoice, generation and sending of customer statements, dunning letters and invoice copies and preparation of monthly reports.
* Managed intercompany billings and reconciliation.

**Accounts Payable**

* Assured timely postings of vendor payments, T&E payments and rejected payments.
* Posting of Vendor rejected payments in the account for re payment
* Performs daily checking of exception list for payment run transactions.
* Ascertained correct GST/ tax computation when posting payments.

**General Accounting**

* Assured correct posting of foreign currency payments and FOREX gains and losses.
* Performed reconciliation and posting of discrepancies in Financial Statements

**Subject Matter Expert (SME) – Key Performance Indicators (KPI) and Reporting System**

November 2015 - June 2016

* Improved KPI analysis for more value adding and quality services to the business by leading KPI workshop in Manila that resulted with the following improvements:
	+ Improved KPI deck and tracker
	+ Created KPI Dialogue slide one pager
	+ New sets of KPI measurement
	+ Updated the KPI rhythm timeline
	+ Created process improvement monitoring page
* Lead and established “reporting online information port let engine (roiPE) Community”– trainings & awareness with the tool used for KPI results.
* Pioneered KPI working group that is the main hub for KPI concerns / issues and continuously bringing innovation to upgrade KPI system with shared service organization.
* Facilitated discussion and track progress of action points during AR Monthly KPI dialogue session with Management team.
* Reviewed and updated definition of KPIs to appropriately measure the activities done in Service Center Manila (SCM**).**
* Reviewed targets on a regular basis (yearly) and propose changes as required.
* Supported management in any required KPI analysis and monthly town hall presenters.
* Presented roiPE community to Managing Director in support to LEAN system - completed Mar. 2016.
* Facilitated KPI Workshop that leads to several improvements for KPI analysis.
* Part of Functional trainers in BBSPI that focus on KPI awareness.

**EQUESTRIAN ASSOCIATION OF THE PHILIPPINES (EAP)**

119 Dela Rosa cor. Alvarado St. Legaspi Village, Makati City

**Bookkeeper** – September 2014 – October 2014 (Part time job)

* Prepared journal entries in the books of the company to record transactions
* Performed reconciliation of book to bank balance
* Prepared Balance Sheet, Income statement, cash flow statement

**BANK OF THE PHILIPPINE ISLANDS (BPI**)

Head Office 6768 Paseo de Roxas St. corner Ayala Ave, Makati City

Treasury Operations Department (Reconciliation and Reports Section)

**Treasury Service Staff – Recon & Reports Section**, December 2010 – July 31, 2012

* Performed daily reconciliation of bank to book balance (local bank, JP Morgan Chase and BONY).
* Checked nostro account differences.
* Performed reconciliation of Registry of Script Less Securities (ROSS).
* Received commendation from supervisor for being able to learn the process in a short period of time.
* Generate monthly and quarterly reports such as:
	+ Monthly proof and verification report for BPI subsidiaries.
	+ Monthly Securities and Exchange Commission (SEC) reports.
	+ Quarterly SEC reports.
* Universal Back up for reports and recon section.

**EDUCATION:**

**University of Makati**

J.P. Rizal Extension, West Rembo, Makati City

**Bachelor of Science in Accounting Technology,** June 2005 – April 2009

**Bachelor of Science in Accountancy,** June 2009 – April 2010

**CERTIFICATION:**

**Certified Public Accountant**

**Registration number:**

**ACTIVITIES/ SEMINARS:**

* Customer Service Orientation Training conducted by PROSEC on July 23, 2014.
* Train the trainers conducted by PROSEC on April 10-11, 2014.
* Basic coaching skills conducted by PROSEC on November 7, 2014.
* Professional writing skills training conducted by PROSEC on September 21, 2015.
* One of the representatives for Accounts Receivable in the CFO Summit held in BBSPI.
* 16 Hrs. Fundamentals of Project Management Training by Cogniseed on March 3&7, 2016.
* Personal Leadership & Assertiveness conducted by PROSEC on October 7, 2015.
* BCP Foundations conducted by Cogniseed on October 27, 2015.
* Assertive Communication Skills conducted by PROSEC on December 10, 2015.
* Decision Techniques, Problem Solving and Creative Visualization conducted by PICPA.
* Anti-Money Laundering Act module1 held at BPI head office 14th floor on December 17, 2010.
* Anti-Money Laundering Act module2 KYC held at BPI head office 14th floor on March 3, 2011.
* Addendum- payments and STP – MT202 and MT103 held at 6th floor big conference room on June 21, 2011.
* Business Continuity Management- held at BPI head office 14th floor on August 15, 2011.
* Operational Risk Management held at big conference room on August 8, 2011.

**AFFILIATIONS:**

Philippine Institute of Certified Public Accountants

**SKILLS:**

* Knowledgeable in major operating systems like Microsoft Excel, Word, PowerPoint, and the internet.
* Enthusiastic, quick to learn with good interpersonal and organizational skills. Have a high sense of responsibility and believe in “It pays to work hard”.
* Bank reconciliation Balance Sheet
* Income Statement (P/L)
* Revenue & Expense Report
* Cost Accounting
* Auditing
* Fixed asset management (acquisition, disposals, depreciation & renovations)
* Budgeting / Variance Analysis
* Cash flow statement
* Presentation Skills (Materials & Oral)
* SAP
* SAP Script
* SAP Workflow
* SUN system
* Stakeholders Management
* Financial Supply Chain Management (FSCM)
* Basic Excel Macro
* Knowledge in Order to Cash cycle.
* Front office and Back office activities Shared services (Accounts Receivable)
* Shared Service Framework (SSF)
* Netting Approach
* Functional Trainer
* Customer Contact (Aspect)
* Customer Open Item Management
* Process Migration
* Process Improvements
* Project Management
* KPI analysis
* LEAN management system
* US GAAP
* IFRS
* ORACLE
* IAS
* Sarbanes-Oxley Act
* QuickBooks
* Sales reporting
* Cash position
* Spoilage report