



JACKIE REYES, CPA

SENIOR ACCOUNTANT

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ABOUT ME

- Highly detail-oriented, certified and expert accounting professional with over 8+ years of experience in the fields of business process outsourcing and shared services
- Strongly focused with the ability to complete tasks accurately in a fast-paced environment with conflicting deadlines.
- Working knowledge of accounting procedures and extensive experience in maintaining general ledgers, documenting financial reports, and advising team on the procedures
- Effective team leader with outstanding interpersonal and communication skills
- Proven success in collecting overdue accounts
- Proven success in process migration training and process ownership
- Always embracing changes, new learnings and seeking out process improvements

LINKS

LinkedIn:
<https://www.linkedin.com/in/jackie-reyes-cpa-93674633/>

WORK EXPERIENCE

STRIKE GROUP AUSTRALIA PTY LTD
Quezon City
May 2019 - Present

Senior Accountant

- Lead point of contact for all customer account management matters, customer payments, cash application and accounts mailbox
- Cash applications and reconciliations – perform daily and monthly recons of all bank accounts, identify reconciling items, ensure all deposits received from local and international customers are applied accurately and timely and resolve any unapplied customer payments on Netsuite
- Journal Entries – prepare and post adjustment entries for reconciling bank items and ensure proper documentation and supports
- Working with cross-functional teams within the company such as sales, marketing and operations to ensure any issues or questions related to customer account, payments, set-up and others are resolved timely
- Customer account setup for cash and credit, reviewing their profiles, approvals from their director for bank guarantee, bank details for direct debit
- Document new desktop procedures, workpaper for the assigned tasks
- Assist with internal and external audits or special ad hoc projects as needed
- Month-end close tasks:
 - Monthly Profit & Loss and Balance Sheet flux explanation and reporting
 - Discussion with the Directors and senior management for issues that may have financial impact
 - Journal entries preparation for accruals, reclassifications and adjustments
 - Quarterly BAS lodgment in Xero and Superannuation

EMAPTA (HELPSTREET GROUP)
Pasig City
Mar 2017 - May 2019

Global Finance Team Leader

- Reporting directly to the Global CEO and UK CFO
- Main contact person of our external clients
- Overseeing the financial records and reconciliations, ensuring proper controls are implemented
- Assist with internal and external audits or special ad hoc projects as needed
- Weekly and monthly reporting of financial results to the Global CEO and offshore managers
- Managing, mentoring and training a locally-based Administrative and Finance team

FLAT PLANET PHILIPPINES, INC. (CBN MEDIA)
Makati City
Nov 2015 - Jun 2016

Senior Accountant

- Helped my Australian client focused more on his business while I keep his books and accounting records updated.
- We were able to fast track and collect his outstanding overdue receivables being monitored by his previous accountant by sending follow ups diligently and providing supporting statements and reconciliations.
- Keeping my client compliant every month and quarterly on all his taxes and superannuation dues.
- One of the key contributors in successfully on-boarding Flat Planet's new client in Payroll - Augentius

GLOBAL PAYMENTS PROCESS CENTRE INC.
Mandaluyong City
Nov 2014 - Jul 2015

Senior Accountant

- Main contact person for the India portfolio business, the biggest in the APAC region
- Review of journal entries and account reconciliations
- Producing financial statement package and reporting them to senior accounting manager, Trend Analysis
- Collaborating with our external auditor, Ernst & Young

XEROX BUSINESS SERVICES PHILIPPINES INC.
Pasay City
Nov 2013 - Oct 2014

Senior Accountant

- Part of a successful pioneer team handling the various projects of Xerox with US government.
- Successful in process migration training with the project controller in the US and have been owning the process in 3 months' time.
- Overseeing the journal entries and accounts reconciliations are done by the GA (general accounting) team for our month-end close process
- Leading the monthly management reporting to the US controllers, like the Variance to Business Units report and Balance Sheet Flux report

INGRAM MICRO
Taguig City
Jun 2012 - Oct 2013

Accountant I

- Part of the Vendor Accounting team in charge of inventory Management, running stock-takes report
- Working closely with the Marketing team in the US in reviewing contracts, price updates, promos and rebates
- Collaborated with our local IT in creating a database tracker in gauging our productivity and capacity as a team

ACCENTURE
May 2011 - Jun 2012

General Accounting Analyst

- Journal Entries – review and prepare daily and monthly journal entry requests and ensuring supporting backups and approvals are attached in SAP
- Balance Sheet accounts reconciliations – review and prepare all assigned accounts and ensure all outstanding items are accounted for and have proper explanation in discussion with foreign counterparts and account managers

PHILIPPINE RICE RESEARCH INSTITUTE (PHILRICE)
Science City of Munoz, Nueva Ecija
Jun 2009 - Apr 2011

Accountant I

- Review and processing of disbursement vouchers in accordance with government accounting rules and regulations
- Collaborating with different departments and sending out supporting schedules as required by resident auditor

EDUCATION

CENTRAL LUZON STATE UNIVERSITY
Science City of Munoz, Nueva Ecija
2008

Bachelor of Science

- Certified Public Accountant, May 2009
- Civil Service Professional Level Eligibility, July 2007

SKILLS

ACCOUNTS PAYABLE/RECEIVABLE	BUDGETING
FINANCIAL STATEMENTS	FLUX ANALYSIS
BLACKLINE, SAP, XERO	NETSUITE, ORACLE, JD EDWARDS
CREDIT & COLLECTIONS	COST & REVENUE MANAGEMENT
CASH / BANK RECON	CASH APPLICATION