



TORALBA, JOE ANNE

GENERAL LEDGER (RTR) ACCOUNTANT
EXCEL MACRO, POWERBI, PROCESS AUTOMATION

OBJECTIVE

To secure a challenging position in a reputable organization and to fully utilize my training and skills while making a significant contribution to the success of the company.

SKILLS

Good system knowledge on

- PowerBI
- Macro Programming
- SAP/Hyperion
- Oracle/Noetix
- Microsoft Office
- JDE
- Quickbooks / MYOV
- Visio

Expertise on

- People management
- Problem Solving/Lean
- Process Automation
- Process & system Migration

EXPERIENCE

RECORDS TO REPORT SENIOR FINANCIAL ANALYST • AECOM GLOBAL BUSINESS SERVICES, PHILIPPINES • 2020 AUGUST – PRESENT (ORACLE & HYPERION)

Maintains reconciliation, preparing and reviewing account analysis and financial reports in accordance with US GAAP and AECOM policies.

- Assist with monthly close processes.
- Prepare and assist with development of monthly and quarterly internal and external financial reports.
- Responsible in completing reconciliations between accounting systems (local vs US GAAP and Blackline recs).
- Prepare ad hoc analytical analysis in a timely manner.
- Propose and implement improvements to existing analysis and develop additional analysis as needed.
- Prepare general ledger journal entries.
- Ability to complete research and documentation of technical accounting matters.
- Support the Latin America offices in their daily operations.
- Assist in additional accounting projects as directed by the Accounting Manager/Assistant Controller



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EDUCATION

BACHELOR OF SCIENCE IN ACCOUNTANCY

• 2003 - 2007 • Polytechnic
University of the Philippines

HIGH SCHOOL DIPLOMA

• 1999-2003 • Paco Catholic
School

RECOGNITIONS

KERRY GROUP BUSINESS SERVICES, MALAYSIA

- Top Employee Q2FY19
- Project lead for
PowerBI & Macro
Report Automation

EMERSON ELECTRIC ASIA LTD ROHQ

- Think Customer Hero
Award FY15
- Think Customer Hero
Award FY14
- Problem Solver Lead

GENERAL LEDGER (RTR) ACCOUNTANT • KERRY GROUP BUSINESS SERVICES, MALAYSIA • 2017 JUNE – 2020 MARCH (SAP & HYPERION)

Actively participated on process automation and problem solving while taking full General Ledger responsibility for various Asia Pacific Accounts.

- Assist stakeholders in analyzing cost trends and fluctuations
- Maintain accruals and amortization schedule and journals
- Analyze cost variations for P&L and Balance Sheet
- Allocate cost for intergroup/interplant charges
- Maintained daily cash clearing and reconciliation
- Reconcile, post and monitor intercompany transactions
- Monitors Intercompany Credit Control and Settlements
- Perform Monthly Closing of Financial books including Hyperion data/note upload and adjustments
- Prepare high level management reports
- Handles audit queries and request
- Manages projection, forecast and budget report
- Prepare Balance Sheet Reconciliation and clearing
- Handled automation projects and lean process

CORPORATE ACCOUNTANT • GOODYEAR REGIONAL BUSINESS SERVICES INC, PHILIPPINES • 2016 JULY – 2017 JUNE (SAP & HYPERION)

Handled full General Ledger Account responsibility and assisted on Process Mapping and SOP drafting.

- Provide sound recommendations and resolutions to local stockholders on cost trends and fluctuation
 - Maintain accruals and amortization schedule and journals
 - Analyze cost variations for P&L and Balance Sheet
 - Audit files preparation and handling of queries
 - Perform Monthly Closing of Financial books including Hyperion data Upload
 - Prepare Balance Sheet Reconciliation and clearing
 - Drafting of Standard Operating Procedures
 - Creation of process flow and mapping
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**GENERAL LEDGER TEAM LEAD • EMERSON ELECTRIC ASIA LTD
ROHQ • 2011 APRIL – 2016 JULY (ORACLE, JDE & HYPERION)**

Handled full General Ledger Account responsibility and provide coaching and mentoring to subordinates. Prepares team KPI and SLA's.

- Oversee GL Specialist and coordinate directly with site finance controllers and regional accountants for the team productivity.
- Lead monthly stakeholders meeting and quarterly planning
- Assess subordinate's performance and provide recommendations and mentoring
- Audit files preparation and handling of queries
- Perform Monthly Closing of Financial books including Hyperion data Upload
- Prepare Balance Sheet Reconciliation and clearing
- Provide sound recommendations and resolutions to site controllers in analyzing cost trends
- Prepare high level management reports
- Fixed Asset Capitalization, Depreciation, Disposal and Report Preparation which includes analysis of the ledgers and asset cost
- Maintains Cash Book that includes Bank Reconciliation, Validation of disbursements, payroll posting and receipts and cash allocation

**ACCOUNT OFFICER • EASTGATE GROUP OF COMPANIES,
PHILIPPINES • 2007 NOVEMBER – 2011 APRIL (INHOUSE
ACCOUNTING SYSTEM)**

Handled AP, AR, Payroll and Treasury tasks.

- Facilitate bank transaction report and requirement for crew payroll.
 - Verify crew accountabilities, advances and special remittances
 - Assist crew on retirement, sickness and statutory benefits
 - Supervise and approve tasks done by AR and AP accountants
 - Review and approves vouchers
 - Prepare reports for top management
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**ACCOUNTING STAFF • SISON CORILLO PARONE & CO, PHILIPPINES •
2007 JUNE – 2007 JUNE (MYOV & QUICKBOOKS)**

Handled 1 software developer and 2 call center account.

- Financial statement report preparation
- Payroll computation and distribution
- Statutory reports (BIR, SSS, PHIC & HDMF)
- Monitors daily cash outlay
- Posting of accruals, amortization, cash and adjustment transactions
- Facilitates petty cash replenishment and report