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PROFESSIONAL SUMMARY

Experienced Accounting Manager focused on managing and overseeing the accounting operations. To ensure efficiency and compliance, including accounts payable, general ledger maintenance, maintaining financial records and assisting with audits. Dedicated, responsible, honest and hardworking with high level of work ethics. Efficient and competent in the area of specialization.

WORK EXPERIENCE

Accounting Manager

Davao Doctors Hospital (Clinica Hilario) Inc.

November 2018 - Present

- Oversees daily transactions, including reviews and approves Accounts Payable Invoice and Journal Voucher(JV) with supporting documents.
- Oversees recording, posting and verification of financial data for use in maintaining accounting records.
- Manage month-end and year-end closing.
- Manage the timely reporting for internal requirements. Work processes aligned with internal control policies.
- Checks and analyses monthly financial statements prepared by Financial Analyst.
- Submits regular monthly financial reports, and special reports to the Management.
- Reviews supporting documents requesting replenishment of the revolving fund.
- Supports annual audit by providing information and answers to auditors.

- Participate in regular tax audits.
- Main coordinator/in-charge of System Application Products (SAP) system, coordination with Information Technology Department and other departments.
- Evaluates employees under supervision, recommends and imposes disciplinary action when necessary, approves leaves of employees, trains employees for the efficient operation of the department, conducts meetings regularly and does other functions that will improve employee-employer relationship.
- Reviews and continually improves the system of internal control to provide adequate protection of assets.
- Ensures adherence of operating procedures to approved policies

Accounting Supervisor

Davao Doctors Hospital (Clinica Hilario) Inc.

March 2013 – October 2018

- Prepares monthly financial statement.
- Checks the attached documents as to the accuracy and validity of the transactions before signing the Accounts Payable Invoice.
- Computes monthly depreciation and Capex Lapsing schedule.
- Prepares and process Government Taxes.

Accounts Payable Clerk

Davao Doctors Hospital (Clinica Hilario), Inc.

February 16, 2002 - March 2013

- Handling Accounts Payable transactions using SAP Business One System
- Centralizes the receiving of supplier's invoices and the statements of accounts.
- Prepares Accounts Payable Voucher for all transactions that are subject for payment.
- Checks the mathematical accuracy of supplier's invoices and compares with the corresponding Purchase Orders and Receiving Reports.
- Prepare entries for journal voucher preparation.
- Prepares monthly reconciliation of supplier's statement of account for the month.
- Maintains records of location of fixed assets
- Makes monthly schedules of assets acquisition and computes depreciation of all fixed assets purchase from prior to current depreciation expense according to department location.

Bookkeeper

Bulano Accounting & Auditing Office

August 18, 1996 - March 12, 2001

- Handling bookkeeping jobs.
- Conducts audit examinations and other related accounting jobs.
- Handling processing of different government permits.

TRAININGS

- SAP Business One training (Version 5.0 and Version 9.0)
- Seminar on Taxes conducted by Bureau of Internal Revenue
- SFAS seminars on Fixed Assets valuation conducted by Philippine Institute of Certified Public Accountants(PICPA)
- Best Practices in Financial Processes and Controls conducted by Isla Lipana & Co.
- PFRS Updates and Prevailing Tax Environment with the Attendant Tax Risks conducted by Reyes, Tacandong and Co.

SKILLS:

- System Application Product (SAP) oriented/user
- Proficient in Microsoft Office Applications

EDUCATION

- Bachelor of Science in Accountancy