

Jessa Rosatase

Financial Analyst/Accounting Head/CPA

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I am Jessa C. Rosatase, a Certified Public Accountant here in the Philippines. I am presently working as a Financial Analyst/Accounting Head in Technical Education Skills and Development Authority (TESDA), a government agency in the Philippines. I am employed in the agency since February 2021.

I had worked as an Internal Audit Officer in National Teachers and Employees Cooperative Bank for one (1) years and nine (9) months and as an Accountant for one (1) year. I had also worked as a Senior Audit Specialist in Bank of the Philippines Islands for four (4) years and ten (10) months. BPI is the oldest bank in the Philippines and one of the leading bank in the country.

Willing to relocate: Anywhere

Personal Details

Citizenship: Filipino

Work Experience

Financial Analyst

Technical Education Skills and Development Authority - Cebu City
February 2021 to Present

1.) Maintains different book of accounts
 - Accounts Receivable
 - Accounts Payable
 - Income and Expense
 - Equity
 - Cash Flows
1.) Reconciles the balances of accounts of all funds
2.) Process disbursement vouchers for payment which includes detailed review of supporting documents in compliance to operating guidelines and COA rules and regulations
3.) Files monthly BIR Tax Returns
4.) Prepares Monthly/Quarterly Financial Reports
 - Cash and Check Disbursement Journal
 - Cash Receipts Journal
 - General Journal
 - General Journal
 - Subsidiary Ledger
 - Balance Sheet
 - Income Statement
 - Equity Statement

- Statement of Cash Flows

1. Ensures compliance to Commission on Audit (COA) rules and regulations and monitor implementation of COA recommendations
2.) Process Government Service and Insurance System (GSIS) Personal Accident Insurance of TVET Trainees
3.) Perform other activities/tasks that maybe assigned by superiors

Internal Audit Officer

National Teachers and Employees Cooperative Bank - Cebu City
May 2018 to May 2021

1.) Conducts Periodic Audit of the bank and its branch-lite offices
2.) Conducts Financial, Operations, Inventory, Cash Count, Compliance and Regulatory Audit
3.) Review and Assess Internal Controls of the bank
4.) Review Customer Due Deligence on New and Existing Accounts
5.) Review and investigate customer transactions as to compliance with Anti-Money Laundering Law
6.) Review reporting of Compliance Officer to AML and Central Bank of the Philippines on Suspicious and Covered Transactions Report
7.) Prepares Internal Audit Report for discussion to the management
8.) Give Recommendations on Bank Policies for the organization's development
9.) Give Consultancy Services which may help in the progress of the organization and bank compliance to regulatory requirements
10.) Reports to Audit Committee on Audit Findings

Financial Accountant

National Teachers and Employees Cooperative Bank - Cebu City
June 2020 to January 2021

1. Daily review of General Ledger and Financial Statements
2. Review of Cash/Check Deposits and Withdrawals
3. Process Employee Payroll
4. Remits Monthly Remittances on Mandatory Contributions (PAG-IBIG, Philhealth, SSS)
5. Quarterly Report of Tax Remittances
6. Monthly conduct of physical inventory of Supplies and Materials
7. Secondday Custodian to Cash
8. Perform daily cash count
9. Prepare monthly report of Cash, Income and Expense and P/L forecasting

Senior Audit Specialist

Bank of the Philippine Islands - Cebu City
September 2011 to July 2016

1.) Conducts Audit on Bank Operations, Financial Information, Inventory and Cash Count and Review on Compliance and Regulatory Requirements of the bank
2.) Review account opening applications as to compliance on Customer Due Deligence
3.) Verify Unusual and Suspicious Transactions
4.) Review transactions of Clients on unusual deposit and withdrawals
5.) Verify bank's reporting of Covered and Suspicious Transactions Report
6.) Check bank's AML compliance
7.) Conduct Cash Count
8.) Assist Audit Team Leader

9.) Prepares Report on Audit Findings
10.) Assist Junior Auditors

Implementation Specialist

Ideasoft Software Solutions - Cebu City
June 2010 to July 2011

1.) Performs Company Analysis based on Nature of the Business
2.) Train System Users on Using the software
3.) Report findings and company feedbacks to system programmers for software enhancement
4.) Conduct Systems Analysis if Suitable to Clients Needs

Education

Bachelor of Science in Accountancy in Accountancy

University of San Jose - Cebu City
June 2005 to October 2009

Bachelor of Science in Commerce in Business Administration

University of Cebu Lapu-lapu

Skills

- Accounting (2 years)
- Audio Visual (Less than 1 year)
- Auditing (7 years)
- Bookkeeping (Less than 1 year)
- CPA (10+ years)
- Internal Audits (7 years)
- Financial Statement Preparation (2 years)
- GAAP (9 years)
- Financial Report Writing
- Risk Management (7 years)
- General Ledger Accounting (2 years)
- Bank Reconciliation (9 years)
- Financial Analysis (9 years)
- General Ledger Reconciliation (9 years)
- Budgeting (2 years)
- Accounts Payable (9 years)
- Account Reconciliation (9 years)
- Journal Entries (9 years)
- Banking (7 years)
- Balance Sheet Reconciliation (9 years)

Languages

- English - Intermediate

Certifications and Licenses

Certified Public Accountant

December 2020 to December 2023

A certification granted to passers of the CPA licensure examination

Additional Information

SPECIAL SKILLS AND ACHIEVEMENTS:

Auditing

Bookkeeping

Computer Accounting (e.g. Ideasoftware Solutions, Logicos Accounting Software, SAP)

CPA Board Passer

May 2011

Dean's List

- 2nd Semester 2008-2009

October 06, 2009

- 1st Semester 2008-2009

January 26, 2009

- 1st Semester 2007-2008

February 07, 2008

2nd Placer

Financial Accounting Quiz Bowl

USJ-R Audio Visual Room

September 19, 2007