

Stephanie Claire C. Briñas

Certified Public Accountant | Bookkeeper

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Detail-Oriented Licensed Certified Public Accountant with 5+ years of experience Specialization in accounting, auditing, tax operations and bookkeeping for diverse organizations. Advanced knowledge of generally accepted accounting principles and practices. Fosters transparency, understanding and ownership of financial reports and operational metrics across organization. Thorough understanding of accounting systems (SAP, Peachtree, Epicor, Xero, MYOB and Quickbooks), applicable laws, regulations, public finance and external reporting. Decisive and persuasive communicator with proven problem-solving, leadership and planning abilities.



Professional Experience

Apr 2021 -
Current

Accountant

TOA Global Manila, Inc., Philippines

- Bank reconciliations, general ledger maintenance and bookkeeping.
- Balance sheet reconciliations.
- Prepare adjusting entries and resolve discrepancies, if any.
- Tax returns filing (ITRs, CTR, TRT).
- Business activity and installment activity statements.
- Prepare financial statements and work papers.

Jul 2019 -
Mar 2021

Accountant

Estatewine Inc., Philippines

- Performed bookkeeping functions such as recording of financial transactions, maintained capital asset and amortization schedule, processed orders, delivered receipts and invoices in the system and prepared manual books of the company.
- Prepared bank reconciliation.
- Facilitated and completed month-end procedures.
- Prepare monthly financial statements.
- Analyzed and corrected any discrepancies, if any.
- Prepared and filed tax returns.
- Tracked funds, prepared deposits and reconciled accounts.

Mar 2017 -
Mar 2019

Service Owner

ABS-CBN Shared Service Center Pte. Limited, Philippines

Financial Reporting

General Ledger

- Prepared bank reconciliation.
- Coordinated with the client's counterparts for any discrepancies.
- Reported financial data and updated financial records in ledgers and journals.

Treasury

Fund Management

- Accounted all funding requirements and prepared check/fund transfer request for bank to bank transfers.
- Facilitated bank deposits and other related transactions.
- Prepared cash position report and bank reconciliation.
- Inquired affiliates regarding the discrepancies in collections and other unusual transactions.
- Prepared month-end journal entries in the system.

Collection

- Ensured that all collections for the month were posted in the system.
- Coordinated with the client's counterparts through phone call or email whenever there was a discrepancy in the amount between deposit slips and issued ORs/ARs.
- Issued and posted OR/ARs for clients with direct deposits in the system.

Nov 2015 -
Aug 2016

Associate, Audit Service

KPMG in the Philippines, R.G. Manabat & Co., Philippines

- Performed understanding of the client's business which include research on industry updates, related regulatory updates and covered recent developments on the clients' businesses.
- Conducted risk assessments, client interviews, and process walk throughs thereby increasing the understanding of specific industry processes and assisted in planning audit work.
- Obtained sufficient and appropriate audit evidence, addressing the relevant audit objectives and demonstrated how it relates to the audit assertions.
- Performed substantive analytical procedures during planning to assist in planning the nature, timing and extent of audit procedures that will be used to obtain sufficient appropriate evidence.
- Tested internal controls and generated reports on audit findings including identification of unusual financial information, material misstatements and recommendations on improvement of internal controls.
- Conducted initial discussion of issues and results of audit to team.
- Reviewed the validity and completeness of financial statements' balances and disclosures as prepared by clients.



Education

- Jun 2011 - Bachelor of Science: Accountancy**
Apr 2015 *University of Caloocan City - Philippines*
- Jun 2007 - High School Diploma**
Apr 2011 *Our Lord's Grace Christian Academy, Inc. - Philippines*
- Jun 2001 - Elementary School Diploma**
Apr 2007 *Our Lord's Grace Christian Academy, Inc. - Philippines*



Licences & Certifications

- Oct 2015** Certified Public Accountant: Passed the Philippine CPA Licensure Examination; Philippine Board of Accountancy (BOA) through Philippine Regulation Commission (PRC)



Areas of Expertise

- Tax accounting specialist ◆◆◆◆◆
Excellent
- SAP, Peachtree, Epicor, Xero, MYOB and Quickbooks expertise ◆◆◆◆◆
Excellent
- Manufacturing, BPO, Foundations, Real Estate & Wine Industry Consultancy ◆◆◆◆◆
Excellent
- Bookkeeping ◆◆◆◆◆
Excellent
- MS Office Suite ◆◆◆◆◆
Excellent
- Accounting & Auditing experience ◆◆◆◆◆
Excellent
- Financial Management ◆◆◆◆◆
Excellent
- Risk mitigation strategies ◆◆◆◆◆
Excellent
- Highly developed interpersonal skills ◆◆◆◆◆
Excellent
- Statutory Reporting ◆◆◆◆◆
Excellent
- Superior attention to detail ◆◆◆◆◆
Excellent
- Analytical and Critical Thinking ◆◆◆◆◆
Excellent
- Account reconciliation specialist ◆◆◆◆◆
Excellent
- Accounts payable specialist ◆◆◆◆◆
Excellent



Awards & Recognition

- Jan 2015 - Deloitte Audit Case Tournament**
Audit Simulation
Participant
University of the Philippines - Diliman



Professional Associations

- Philippine Institute of Certified Public Accountants (PICPA).