

BONILLA, JOBELLE TECSON

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Objective

To be a part of an institution that practices professionalism wherein I can freely impart the skills and knowledge I gained from my experiences and to effectively utilize my expertise.

Work Experiences

➤ **Seadweller Corporation (ALN Group of Companies) JFC Franchise Fast Food Restaurant**

Accounting Department

Financial Accounting Supervisor

Escriva Drive Shaw Blvd, Pasig City

April 24, 2023 – Present

- Oversees the preparation of periodic financial statements and the corporate annual report
- Oversee daily transactions, including accounts payable/receivable, general ledger and bank reconciliations
- Prepare budgeting reports and forecast revenues
- Manage month-end and year-end closing reports
- Monitor the daily performance of the accounting department
- Organize financial data into useable information and maintain updated records
- Performing reconciliations of general ledger accounts
- Track the progress of financial and accounting objectives
- Establish accounting policies and procedures, aligned with company's targets
- Ensure compliance with the law
- Recruits and hires Accounting staff and conducts performance evaluation
- Oversees the system of internal controls over Accounting functions to minimize risk
- Identifies and recommends updates to accounting processes and procedures
- Performs other related duties as assigned

➤ **Twowifebro Inc. (KNC Group of Companies) Franchise Fast Food Restaurant**

Account Receivable Department

Accounting Senior Officer

Cubao, Quezon City

August 2022 – April 20, 2023

- Creates new policies and procedures around Accounts Receivable and reconciliation processes. Makes recommendation for the improvement of the system as the need arises.
- Monitors payment collections and identifies delinquent accounts to request payment
- Monitors discrepancies and past-due amounts with the assistance of the Account Receivable Manager and other accounting staff
- Performs Account Receivable duties including invoicing, investigating chargebacks, discrepancies and reconciliation
- Investigate and resolve stores' queries for Non-Cash Sale Report

- Process and records collection adjustments
- Develop a recovery system and initiate collection efforts
- Prepares monthly e.g. AR report, Backlog report, Collection report, Sales report, Discrepancy Report and other reports related to Accounts Receivable.
- investigate and resolve queries of all stores
- Responsible for collection activities such as sending follow-up inquiries, negotiating with past due accounts to the Merchants, and maintaining collection payment at the Passbook
- Records and monitors and submits Creditable Withholding Tax Certificate .
- Records and monitors Commission Service Fee.
- Maintains a record of Error-Free Monthly Reconciliations
- Updates and checks Bank accounts upon collections
- Handles 53 Franchise Restaurant of Non-Cash Transactions and other related Account Receivables
- Entertains all the Non-Cash Transaction queries of the Branch Restaurant
- Prepares and submit updated bank details for payment collection
- Monitors and checks issued Credit memos, discounts and penalties
- Files a dispute items for reimbursement of accounts
- Access Accounting System Voucher upon Collection

➤ **Sangkar Food Corporations (Amended Corporation Name) Franchise Fast Food Restaurant**

Store Accountant
Chowking – Timog Branch
July 2017 – July 2022

➤ **Neelsan Food Coeportation (Former Corporation Name) Franchise Fast Food Restaurant**

Store Accountant
Chowking – Timog Branch
October 2012 – June 2017

Financial Accounting Duties

- Must see to it that all accounting policies and procedures and internal control for the store are properly implemented. Makes recommendation for the improvement of the system as the need arises.
- Maintains neat, accurate, and up-to-date Books of Accounts and Bookkeeping.
- Recording of Consolidated Daily Sales Report and Prepares Sales Certificate and computes for Royalty and National Advertising Fund bi-monthly.
- Prepares monthly comparative Financial Statement Report (Monthly PNL Report)
- Meets with the Franchisee / Managing Director and Restaurant Manager to discuss the monthly Financial Statement.
- prepare bank deposits.

Accounts Payable Duties:

- Prepares and checks Journal Vouchers and Check Vouchers to record all financial transactions. Must ensure that all transactions are recorded accurately, completely and timely with complete supporting documents
- Check and verify source attached documents such as accounting invoices, contracts and approvals
- Communication with vendors or suppliers via phone, email, mail, etc.
- Monitors and validates Summary of Credit Sales and Credit Memo.
- Prepares and releases check and cash payment for all company accountabilities, which falls due. Must see to it that all bills for payment are paid on time.
- Reconcile supplier accounts and resolve discrepancies
- Reconcile payable reports each month to confirm that all amounts paid were accurate
- Preparation of all tax filings in compliance with BIR.
- Timely and accurate processing of government statutory payments (SSS, PHIC and HDMF).
- Keep and maintain accounts payable records in proper orders
- Prepares Check Disbursement Schedule & Expense Report
- Prepare analyses and schedules for prepayment and accrual accounts.
- Maintain favorable relationships with vendors, answer all inquiries and process payments within the scheduled due date

Accounts Receivable Duties:

- Daily access and monitors Online Restaurant Portal for Non-Cash Transactions that being forwarded to the Restaurant.
- Ensures all orders will be collected and paid.
- Checks, generates and monitors Non-Cash Sales Report of the Restaurant to VQF System Server.
- Performs and analyzes daily account reconciliations.
- Researching and resolving account discrepancies.
- Files a dispute items for reimbursement of accounts
- Monitors and checks issued Credit memos, discounts and penalties
- Accounts reconciliation with the customer (raising, investigating and monitoring invoice dispute queries)

Audit, Payroll & other Accounting Duties:

- Update cash position report- disbursement part on a weekly basis
- Checks Petty cash and Prepares Replenishment Report on a weekly basis
- Conducts Financial Audit of the store
- Food Cost Paper Cost Inventory & Report
- Prepares the payroll. Must see it that employees are paid on time and according to contract
- Computes for the 13th month pay, unused vacation and sick leave, and separation pay of employees and backpays.
- In-charge in the payment of all local taxes, permits and licenses payable to the city/ municipality and other government dues.
- Assists the external auditors and BIR examiners in the examination of the store's Books of Accounts, other Government Officer Store Visit.
- Access and monitor SAP Biller Direct & Dispute Management
- Perform other tasks/duties as requested by superior.

Administrative and Secretarial duties

- Responsible for supervising and coordinating office administrative procedures.
- Responsible for coordinating and planning office services such as equipment, supplies, forms and asset disposal, maintenance and security
- General administration duties for the team, including scanning and filing documents, maintaining registers and office reception duties
- Answering the telephones, checking voicemail messages and email messages
- Devises and implements office procedures and routines
- Schedules and confirms appointment
- Prepares and types a variety of correspondence, reports, forms, requisitions, requests for personnel actions and legal documents
- Organizes and maintains files and records, manuals, handbooks, and other related materials. Keeps master file updated.
- Coordinates meetings and manages calendar resources.
- Documentation administration: collation of business review packs and creating and updating PowerPoint presentations
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- General administration support, e.g. reconciling expenses, leave booking approvals, purchase order approvals as a delegate providing there is an email audit trail
- Prepares appointment and booking with your Boss
- Review and conduct negotiations regarding various agreements, e.g. lease and supplier agreements
- Manage calendar, schedule meetings, appointments, complex travel bookings and reconcile expenses, where required
- Other clerical tasks may be assigned from time to time

Training & Seminars

- PNL 101 Workshop
- Jollibee Plaza, Ortigas Pasig City November 29, 2017
- SAP Biller Direct & Dispute Management Training Jollibee Center, Ortigas Pasig City
- Corporate Audit Seminar
Jollibee Plaza, Ortigas Pasig City
- On-the-job Training Philippine National Bank DPWH Office
Manila Branch

Skills

- Experience with accounting software (e.g. Quickbooks and Odoo)
- Strong computer skills, MS Excel in particular
- Good in Oral & verbal communications
- Data Entry
- Time management skills
- Analytic Skills
- Organizational Skills
- Time Management Skills
- Flexible Skills
- Detailed-Oriented Skills

Educational Background

Tertiary

- Bachelor of Science in Business Administration, Major In Financial Management
University of the East
Recto, Manila, Philippines
2004-2008

Secondary

- Jesus Is Lord Colleges Foundation
Bocau, Bulacan, Philippines
2000-2004

Primary

- Jesus Is Lord Colleges Foundation
Bocau, Bulacan, Philippines
1994-2000

Personal Information

- AGE : 36
- BIRTH DATE : June 22, 1987
- BIRTH PLACE : Sta. Maria, Bulacan, Philippines
- CIVIL STATUS : Single
- GENDER : Female
- CITIZENSHIP : Filipino
- HEIGHT : 5'6"
- LANGUAGES : Filipino & English



JOBELLE TECSON BONILLA
APPLICANT

