



# Ma Katherine Gueta

## Intermediate Tax Accountant

To obtain a position in a company that promotes and boosts up wide-range career advancement and work-life balance and enables me to grow while utilizing my skills and capabilities and meeting the organization's goals.

## Experience

- **2023 up to present**  
Pinnacle Road Accounting and Advisory  
**Intermediate Tax Accountant**
- **2022-2023**  
Raft Private Pty Ltd (Australian Accounting Firm)  
**Accountant**
  - As a direct individual contractor, my role is to provide the principal with bookkeeping, accountancy & taxation, and administrative services such as preparation of Income Tax Return for individuals, partnership, company and trust and all relevant workpapers and tax requirements, complete Year-end compliance tasks, preparation and lodgment of Business Activity Statements, completion of GST, PAYG, and Super reconciliation, bookkeeping, payroll processing, accounts payable management, administration of client's ATO account, and other administrative tasks like mailbox management and client correspondence.
- **2017 - 2022**  
Diane Pendle, Inc.  
**Accountant**
  - Outsourced for a third-party accounting firm in Australia, I render and perform tax and accounting services for the clients such as preparation of Income Tax Return for individuals, partnership, company and trust and all relevant workpapers and tax requirements, complete Year-end Compliance jobs, administration of SMSF plus reconciliation of client's fund portfolios, preparation of Business Activity Statements, GST, PAYG, and Super reconciliation, bookkeeping and payroll processing, accounts payable management, administration of client's ATO accounts.
- **2016-2017**  
St. Peter Life Plans and Memorial Chapels, Inc.  
**Chapel Manager**
  - Oversee the general operations of the memorial chapel and performs the planning and allocating of budget and resources of the chapel, staff management, and handling of marketing and public relations.
- **2015-2016**  
Shell Business Operations - Manila  
**Reporting & Analysis Finance Analyst, Manage Close**
  - As an R&A Accountant in a shared services environment, my role focuses on operational excellence in the delivery of transactional accounting and standard reporting such balance sheet accounts reconciliation and analysis, end to end journal entry processing, submission of relevant standard reporting requirements for US Energy Information Administration and collaboration to process owners to ensure timely closure of ledger accounts.
- **2012-2015**  
Accenture, Inc.  
**General Accounting Associate**
  - Manage and execute general accounting processes such as general ledger accounts reconciliation & analysis, consolidation, accrual calculations and preparation of amortization schedules, processing and distribution of journal entries, completion of foreign currency transaction analysis and reallocation, and cross-train team members for process-specific tasks.
- **2011-2012**  
Century Properties Management, Inc.  
**Property Accountant**
  - Prepare and complete of Financial Statements and its corresponding notes and schedules, execute property budget and planning, administer fund controllership, supervise the Petty Cash Custodian and Billing & Collection Associate in the execution of the respective tasks, monitor and review payable transactions, and performs external reporting and taxation to government agencies, and present Financial Reports to the property Board of Directors.
- **2011**  
Rural Bank of San Jacinto Masbate  
**Internal Auditor**
  - Assess and complement operational management, risk management, compliance and other control functions and evaluates the adequacy, effectiveness and efficiency of the systems of control within the bank and the quality of ongoing operations.

## Contact

### Mobile

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### Email

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### Address

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Bulan, Sorsogon, Region V Philippines  
4706

## Education

2018

**Master in Business Administration**  
Pamantasan ng Lungsod ng Maynila

2009

**BS Accountancy**

Sorsogon State University

## Expertise

- Bookkeeping & Payroll
- Fixed Assets, GST, PAYG, and SGC
- General Ledger Accounts, Accounts Payable
- Income Tax Returns
- Financial Statements
- Internal Auditing
- Hubdoc, DEXT, AccountKit, Xero, MYOB, Quickbooks
- Technical Writing and Copyreading
- Content Creation
- Creative Design

## Career Highlights

2019, October - November

**3 weeks Knowledge Transfer & Business Process Training**

Shanahan Swaffield Partners  
Rockhampton City, QLD Australia