

Marie Ann Bagcat

Accountant - Prepares Monthly Income and Expenses for all Doctors and company

Philippines

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Work Experience

Accountant

Prepares Monthly Income and Expenses for all Doctors and company

November 2012 to Present

in general.

2. Prepares Monthly Payroll of employees which are paid through WPS.
3. Bills and receive payment from patients
4. Prepare Statement of Accounts of patients.
5. Check monthly the invoices due for the month and have it approved before preparing checks.
6. Prepare monthly checks for the approved invoices.
7. Source, negotiate, plan and place orders for supplies needed.
8. Encode and update daily the sales income and expenses.
9. Prepare monthly overtime computation of the staff nurse, reception and admin based on their daily excess hours.
10. Prepare schedules for the yearly audit requirements.
11. Conduct weekly inventory of medicines.
12. Prepare monthly summary of checks issued and record it in the disbursement book.
13. Prepare Annual Leave and End of Gratuity Pay.
14. Prepare Bank Reconciliation for the specific account of the clinic.
15. Reconcile accounts per books against the system to determine the discrepancy per account.
16. Prepare cash deposits for the day and endorse to the PRO for deposit in the bank on the next working day.

Innoland Development Corporation, Cebu City, Philippines

Accounts Payable Specialist

Purchasing Department

November 2011 to November 2012

1. Check daily the invoices from the Purchasing Department for the accuracy of the amount, quantity and supplier ordered.
2. Prepare checks daily based on the approved request with proper attachment of documents.
3. Prepare monthly bank reconciliations.
4. Prepare and check weekly sub-contractual payroll based on the approved request from the site.
5. Weekly filing of pertinent documents.
6. Prepare monthly mandatory requirements:

- 6.1 SSS (Social Security System) contribution
- 6.2 Pag-ibig contribution
- 6.3 Phil Health contribution
- 6.4 Remittance Returns of Creditable Income Taxes Withheld (Expanded)

Al Massa Hotel, Al Ain, United Arab Emirates

Accountant

April 2009 to July 2011

1. Check daily invoices from the hotel to determine the accuracy of the posted amount and accounts use in the system.
 2. Prepare journal entries for the computed daily cash sales, company accounts, bank advises (credit card receipts), receipts and disbursements.
 3. Send memos and advises to hotel staff (receptionist) for the audited invoices which were in questions and due for clarifications.
 4. Prepare adjusting and correcting entries such as reclassification of accounts and adjustments.
 5. Prepare monthly bank reconciliation.
 6. Prepare the following reports:
 - 6.1 Revenue Summary Report
 - 6.2 Collection Report
 - 6.3 Prepayments and Depreciation
 - 6.4 Accruals
 7. Reconcile inter-branch accounts (transfer of funds and expenses) and accrued expenses
 8. Posting of accounts receivable, accounts payables and other accounts found in the balance sheet and income statements to their respective general and subsidiary ledgers.
 9. Prepare statement of accounts for company and call for collections.
 10. Prepare required semi-annual and annual audit requirements for ADTA (Abu Dhabi Tourism Authority) and external auditors.
 11. Reconcile accounts as to the correctness of entries, per balances/books and per schedules made.
 12. Handle Month End or Yearly closing of Books.
- Sarrosa International Hotel & Residential Suites, Cebu City, Philippines

General Accountant Nov 18,
2004 24 April 2009

1. Supervise the three (3) accounting personnel: Accounts Receivable, Accounts Payable and Revenue Audit Staff. All reports passes thru the General Accountant before it reach to the Chief Accountant.
2. Check the following:
 - 2.1 Petty cash replenishments
 - 2.2 Corporate and Residential contracts.
 - 2.3 Check vouchers prepared by the accounts payable clerk.
 - 2.4 Daily fund collection report with attached deposit slips
 - 2.5 Guest refund from the residential tenants.
 - 2.6 Last and 13th month pay for resigned and end of contract employees.
 - 2.7 Mandatory remittances such as SSS, Philhealth, HDMF and withholding tax.

- 2.8 Guest monthly billings.
- 2.9 Statement of Accounts to be distributed to all corporate and residential tenants.
3. Prepare the following:
 - 3.1 Journal entries for revenue or sales, petty cash funds, Last/EOC pay, guest refund, regular/contractual payroll, accruals, prepayments, depreciation and other expenses.
 - 3.2 Adjusting and correcting entries.
 - 3.3 Schedules for financial reports such as accruals, prepayments, depreciations, revenue (sales) and other expenses.
 - 3.4 Sales report for commission and bonuses.
4. Handle in preparation of monthly payroll (regular and contractual employees)
5. Reconcile accounts receivable, accounts payable and other accounts against per books and schedules made.
6. Posting of sales, expenses, cash receipts, disbursement and purchases journal entries to general ledger.

Mactan Rock Industries, Inc., Lapu-Lapu, Mactan, Cebu, Philippines

Administrative/Treasury Officer

February 2004 to October 2004

1. Supervise admin clerk and messenger in their daily errands.
2. Conduct weekly departmental meeting.
3. Monitor objectives, targets and programs of the department.
4. Liaison with company management and bank offices.
5. Help in facilitating loan applications by accomplishing all loan requirements from the bank.
6. Handle the weekly disbursements of checks based on the cash flow requirements of the company.
7. Compile monthly financial reports for the Board of Directors
8. Prepare minutes of the meeting for the Board of Directors
9. Check weekly check vouchers from the accounting department for the purposes of disbursement.
10. Prepare deposit slips for all check and cash collections.
11. Prepare weekly NWRB status report.
12. Update and review ISO procedures.
13. Comply with NWRB permitting re application for CPC for water system projects.
14. Prepare and update the daily cash flow operation of the company by reporting the cash position in terms of its deposits/collections and disbursements to the management.
15. Facilitate the importation of equipments and chemicals by preparing telegraphic transfer of document.

Mactan Rock Industries, Inc., Lapu-Lapu, Mactan, Cebu,

Financial Analyst

Consumer Price Index and Power

July 1999 to February 2004

1. Prepare monthly billing statements for water system accounts.
2. Prepare weekly and monthly status report on sales and collections.
3. Evaluate quarterly and semi-annual Consumer Price Index and Power Cost Adjustments.
4. Handle petty cash fund used in the operation.

5. Prepare NWRB Annual Financial Report.
6. Prepare Sales Invoice for the amount of water distributed.
7. Handle credit and collection for all water system accounts.
8. Prepare Profit and Loss Statement for all water system accounts.

Mactan Rock Industries, Inc., Lapu-Lapu, Mactan, Cebu, Philippines

Accounts Payable In-Charge

June 1998 to July 1999

1. Prepare weekly accounts payable voucher.
2. Encode supplier's purchase order.
3. Compute monthly contractual and overtime payroll.
4. Prepare requisition for payments for all accounts payable due
5. Monthly Aging of Accounts.

Education

Bachelor of Science in Accountancy

University of San Carlos

June 1990 to March 1998

Skills

Tally, reconcile, computer literate (10+ years)