

# MARIPAZ

VIDEO INTERVIEW

## EXPERTISE SKILLS

- Bookkeeping
- Financial Reporting
- Financial Record Verification
- Accounts Payable (AP)
- Accounts Receivable (AR)
- Payment Posting
- Bank Reconciliation
- Credit Card Reconciliation
- Account Reconciliation
- Transaction Verification
- Claims Processing
- Insurance Payment Verification
- Financial Data Management
- Financial Record Maintenance
- Invoice Processing
- Payment Tracking
- Aging Report Monitoring
- Collection Support
- Data Entry
- Administrative Support
- Analytical & Problem Solving
- Time Management & Organization

## TOOLS

- QuickBooks Online
- Xero
- Microsoft Excel
- Microsoft Office
- OpenOffice
- Google Workspace
- Google Sheets
- Trello
- Nextiva
- Microsoft Teams
- Eaglesoft PMS
- Vyne Dental
- Google Drive
- Dropbox
- Slack
- Zoom
- WhatsApp
- Canva

Results-driven Bookkeeper with 15+ years of experience managing bookkeeping, accounting operations, financial reporting, bank reconciliations, and accounts payable/receivable across banking, insurance, and U.S.-based virtual bookkeeping environments. Proven track record of maintaining accurate financial records, preparing monthly and annual financial reports, reconciling accounts, resolving transaction discrepancies, supporting payment processing, and ensuring compliance with financial procedures while delivering reliable remote bookkeeping support. Brings strong expertise in QuickBooks Online, Xero, bank reconciliation, financial reporting, AP/AR management, Microsoft Excel, and cloud-based accounting systems, helping organizations improve financial accuracy, streamline accounting workflows, and make informed business decisions through dependable financial management.

## WORK EXPERIENCE

**DENTAL VIRTUAL ASSISTANT**

GetVwire (Freelance, US) | October 2024 – Present

- Verified client records, insurance payments, and financial documentation, managed payment posting and accounts receivable, tracked outstanding balances, prepared financial and operational reports, performed data entry and reconciliations, monitored aging reports, processed claims, and maintained accurate financial records using accounting and practice management systems.

**ASSOCIATE CS PHONE – FISERV CARD CARE PHIL**

Sutherland Global Services Ltd. | March 2023 – October 2024 (1 Year, 8 Months)

- Assisted customers with account and transaction inquiries, investigated disputed transactions and chargebacks, reviewed financial records, processed payment disputes and account adjustments, resolved customer concerns, collaborated with internal teams, and ensured compliance with financial procedures.

**BRANCH ACCOUNTANT**

Tulay Sa Pag-unlad Inc. | December 2010 – January 2022 (11 Years, 2 Months)

- Managed branch bookkeeping operations, performed bank reconciliations, prepared monthly, quarterly, and annual financial reports, maintained financial records, conducted internal audits, reconciled account balances, ensured regulatory compliance, and supported branch operations through accurate financial monitoring and reporting.

**INSURANCE OFFICER**

TSPI Mutual Benefit Association Inc. | August 2009 – December 2010 (1 Year, 5 Months)

- Processed insurance enrollments and claims, reconciled premium collections, verified payment records, maintained confidential member files, prepared insurance and collection reports, and supported operational improvements through accurate documentation and recordkeeping.

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## WORK EXPERIENCE

**BOOKKEEPER**

New Rural Bank of San Leonardo Inc. | March 2003 – July 2009 (6 Years, 5 Months)

- Assisted the Accounting Manager with bookkeeping functions, prepared and posted payments, monitored financial transactions, managed petty cash, prepared financial reports, maintained accounting records, performed reconciliations, and supported daily accounting operations using Microsoft Excel and accounting systems.

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