032 OUTSOURCING



JESSICA

VIDEO INTERVIEW

EXPERTISE SKILLS

- Procure-to-Pay (P2P) Operations
- Full-Cycle Accounts Payable Management
- Invoice Processing & Verification
- Purchase Order Processing
- Vendor Payment Processing
- Invoice Approval & Payment Authorization
- Supplier Account Reconciliation
- Bank Reconciliation
- Intercompany Reconciliation
- Corporate Credit Card Reconciliation
- Employee Reimbursement Processing
- Month-End Closing Support
- Vendor Inquiry & Discrepancy Resolution
- General Ledger Reconciliation
- Financial Reporting & Documentation
- Purchase Requisition Processing
- Accounts Payable Workflow Management
- Supplier Records Management
- Cross-Departmental Coordination
- Process Improvement & Automation Awareness

Jessica is an experienced Accounts Payable professional with over 10 years of experience in financial operations, invoice processing, vendor payments, purchase order management, and administrative support. She specializes in full-cycle accounts payable, including invoice verification, approval coordination, payment authorization, supplier reconciliations, and month-end closing activities. Her expertise also includes bank and intercompany reconciliations, corporate credit card reconciliation, employee reimbursements, and vendor inquiry resolution. Proficient in NetSuite, with additional experience using SAP ERP, SAP Concur, Microsoft Dynamics 365, Xero, and CargoWise, Jessica brings strong financial systems knowledge, attention to detail, and experience coordinating with vendors and internal teams to maintain accurate accounting records and efficient payment processes.

WORK EXPERIENCE

ACCOUNTS PAYABLE OFFICER

Universal Business Team (UBT) | February 2023 – August 2026 (3 years, 7 months)

- Managed full-cycle accounts payable operations, including invoice capture, approval workflows, payment authorization, and supplier payments. Handled vendor inquiries, processed purchase orders, performed bank, supplier, intercompany, and corporate credit card reconciliations, managed employee reimbursements through Concur, and supported month-end closing and financial reporting using NetSuite.

SUPPORT SERVICES SPECIALIST

Phoenix Petroleum Philippines Inc. | February 2020 – February 2023 (3 years)

- Processed end-to-end accounts payable transactions, including invoice capture, approval coordination, payment authorization, and supplier and contractor payments. Managed billing documentation through Therefore, processed purchase requisitions and material reservations in SAP ERP, and supported administrative operations, reporting, and internal coordination.

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TOOLS

Advanced Proficiency:

- Oracle NetSuite
- Subcontractor
- CargoWise

Intermediate Proficiency:

- Xero
- SAP ERP
- Microsoft Dynamics 365 / NAV

Additional Accounting Systems:

- SAP Concur
- Therefore Document Management System

Productivity & Collaboration:

- Google Workspace
- Microsoft Office Applications

Training & Process Improvement:

- Lean Six Sigma Yellow Belt
- SAP Project Systems (PS) Training
- Robotic Process Automation (RPA) Training

WORK EXPERIENCE

RETAIL ENGINEERING ADMIN SUPPORT

Phoenix Petroleum Philippines Inc. | February 2017 – February 2020 (3 years)

- Processed payments for engineering and depot suppliers and contractors while providing administrative support through document filing, report preparation, meeting coordination, and office supply management.

LUBES SUPPLY CHAIN DOCUMENT ANALYST

Phoenix Petroleum Philippines Inc. | July 2016 – February 2017 (8 months)

- Monitored finished goods inventory, prepared weekly inventory reports, processed supplier payments, and maintained invoice documentation while supporting inventory accuracy and warehouse reporting requirements.

ADMINISTRATIVE ASSISTANT OF LUBRICANTS

Phoenix Petroleum Philippines Inc. | April 2015 – June 2016 (1 year, 3 months)

- Prepared sales reports, maintained business documentation, and coordinated meetings, hotel reservations, and travel arrangements for Lubricants and Sales Business Unit leadership.

CREDIT AND COLLECTION CLERK

DMCI Homes Corporation | May 2014 – April 2015 (1 year)

- Verified client mailing information through phone and email, prepared and distributed official receipts, real property tax documents, and statements of account, and maintained accurate filing and documentation records.

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