



EDGARDO

[VIDEO INTERVIEW](#)

EXPERTISE SKILLS

- Bookkeeping
- Staff Accounting
- Financial Reporting
- Accounts Payable (AP)
- Accounts Receivable (AR)
- Bank Reconciliation
- Account Reconciliation
- Payroll Processing
- Payroll Reconciliation
- Month-End Closing
- Year-End Closing
- Journal Entries & Adjusting Entries
- Financial Statement Review
- Tax Preparation & BIR Compliance
- Government Remittances
- Cash Flow Monitoring
- Cash Reporting
- Expense Accruals
- Prepaid Expense Management
- Depreciation Accounting
- Budget Tracking & Forecasting
- Auditing
- Procurement Support
- Analytical Thinking
- Attention to Detail
- Problem Solving

TOOLS

- QuickBooks Online
- QuickBooks Desktop
- PointClickCare (PCC)
- ADP Workforce
- Procurement Systems
- Microsoft Excel
- Microsoft Word
- Microsoft PowerPoint
- Google Workspace
- Microsoft Teams
- Microsoft Outlook
- Box
- Canva
- Discord

Results-driven Bookkeeper with 8+ years of experience in full-cycle bookkeeping, financial reporting, accounts payable and receivable, payroll, bank reconciliations, and month-end and year-end closing across construction and US-based organizations. Proven track record of maintaining accurate financial records, preparing journal entries and financial statements, processing payroll and tax filings, managing reconciliations, and supporting audit readiness while ensuring compliance and financial accuracy. Brings strong expertise in QuickBooks, financial analysis, account reconciliation, payroll administration, and process improvement, helping organizations strengthen financial controls, streamline accounting operations, and make informed business decisions.

WORK EXPERIENCE

STAFF ACCOUNTANT (US-BASED)

Focusinc Group Corporation (FGC+) | September 2023 – April 2026 (2 Years, 8 Months)

- Managed month-end and year-end closing activities, prepared journal and adjusting entries, performed bank, payroll, and account reconciliations, reviewed accounts payable, processed wire transfers, recorded accruals and depreciation, prepared financial statements, and maintained accurate accounting records using QuickBooks and PointClickCare.

BOOKKEEPER

AE Botuyan Construction & Structural Consultancy Inc. | November 2021 – August 2023 (1 Year, 10 Months)

- Prepared daily cash reports, monitored cash flow, processed payroll, managed accounts payable and receivable, performed bank reconciliations, prepared BIR tax returns and government remittances, reviewed vouchers, and maintained accurate bookkeeping records.

VIRTUAL ASSISTANT – LEAD SPECIALIST (US-BASED)

American Real Estate Photography | July 2022 – May 2023 (11 Months)

- Managed client social media accounts, supported lead generation activities, identified and qualified prospective customers, and provided administrative support for business operations.

ACCOUNTING ASSISTANT

AVLB Asia Pacific Conglomerate Inc. | March 2017 – October 2021 (4 Years, 8 Months)

- Prepared BIR tax returns, processed vouchers, managed petty cash, handled payroll, performed bank and account reconciliations, prepared journal entries, supported year-end closing activities, coordinated BIR and external audits, and prepared project-based profit and loss reports.

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