

Philip Hou

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Profile Summary

Experienced accounting professional with over 10 years of expertise in financial management, specializing in real estate, international trading, Manufacturing and NGO. Proven track record in managing full-cycle accounting, ERP implementations, automation workflows, and financial analysis, with a strong grasp of both Canadian GAAP and US sales tax systems. Highly proficient with accounting software, ERP systems, and modern automation tools.

Key Skills & Competencies

Accounting & Financial Operations

- Full-cycle accounting in compliance with GAAP
- Bookkeeping, account monitoring, and financial reporting
- Foreign currency conversion and reporting
- Bank and credit card reconciliations
- Government remittances (GST/HST, TVQ) in Quebec, Ontario, BC, and Alberta
- US sales tax knowledge
- Payroll administration: CNESST, DAS, T4, RL-1
- Inventory control: Physical counts and adjustments (biannual)
- Year-end adjustments and collaboration with CPA firms
- Financial statement preparation and variance analysis

Software Proficiency

- Accounting: QuickBooks, Sage 50, Ceridian Dayforce
- ERP Systems: Implemented Dolibarr ERP locally; familiar with Microsoft Dynamics GP
- Microsoft Office Suite: Excel (including Power Query & VBA), Word, Outlook, PowerPoint, Access, Teams
- Business Intelligence: Power BI, Azure AI Document Intelligence

Automation & Technical Skills

- Power Platform: Power Automate (Cloud & Desktop), AI Model training, custom prompt automation
- Google Ecosystem: Google Apps Script, Document AI, Google Drive/Sheet API
- AWS Tools: Amazon S3, Textract
- Python Scripting: Web scraping, invoice data extraction using Regular Expressions
- Document Management: TagSpaces
- Web Development & MIS: Built solutions using Google Workspace, SharePoint
- Remote Access & Infrastructure: Configured and maintained OpenVPN with EasyRSA for secure remote access

Soft Skills

- Analytical and problem-solving mindset
- Strong client and colleague collaboration
- Self-motivated, dynamic, and creative
- Adaptable and eager to contribute to growing organizations

Career Objective

Seeking an opportunity to contribute my diverse skills in accounting, ERP systems, and automation to a forward-thinking company, where I can continue to learn, grow, and add measurable value.

Work Experience

Accountant

PallayPack Inc.-Kirkland, QC

October 2024 to Present

- Full accounting cycle operations.
- Accounts Payables and accounts receivables operations
- General ledger accuracy, month end procedures
- Sales taxes and payroll preparation

Comptable

Regent Textile Machinerie Ltée-Montréal, QC

January 2020 to October 2024

- Preparation of financial statements and reports in accordance with international accounting standards, reflecting the company's global business activities.
- Ensure compliance with tax laws and regulations in the multiple jurisdictions where the company operates.
- Monitoring and management of foreign currency transactions and exchange rate risks associated with international trade.
- Analysis of costs associated with international business activities, including import/export duties, transportation costs and customs fees.
- Conducting financial analyzes to assess the profitability and performance of international business activities, including assessing the impact of currency fluctuations and customs tariffs.
- Ensuring compliance with international financial regulations and providing support for internal and external audits.
- Collaborate with other departments, such as purchasing and sales department, shipping and receiving department, to ensure smooth operation and to provide financial information and support decision-making related to international trade.

Commis comptable

9249-3634 QUÉBEC Inc.-Montréal, QC

September 2011 to August 2018

- Ensure compliance with tax regulations and prepare property tax returns.
- Manage rental agreements, including rent collection, lease renewals and reconciliation of landlord-tenant accounts.
- Track and manage property-related expenses such as maintenance, repairs and utilities.
- Establish budgets for the property and forecast future financial performance based on market trends and property-specific factors.
- Perform financial analysis to assess the profitability, cash flow and return on investment of the property.
- Transactions between the landlord company and the property management company, such as rent payments, expense reimbursements, etc.

Education

AEC in Programmation en technologies Web

Cégep Gérald-Godin-Montréal, QC

January 2022 to May 2023

University Certificate in Accounting

Université de McGill-Montréal, QC

September 2006 to May 2009

Languages

- French - Intermediate
- English - Fluent