



ROSELYN S. LIPORADA

Accounting Professional

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📍 Tanza, Cavite, Philippines
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ABOUT ME

Experienced Accounting Associate with a solid background in financial record maintenance, data entry, and payroll processing. Demonstrates strong expertise in managing accounts payable and receivable, tax computations, and accurate financial reporting. Proficient in various accounting systems including SAP Business One, Sage, Acumatica, Xero and Oracle. Known for precision, reliability, and the ability to work effectively under pressure.

Career Goal: To leverage extensive accounting knowledge and technical skills to contribute to the financial accuracy, efficiency, and success of a forward-thinking organization.

EDUCATION

BACHELOR OF SCIENCE IN ACCOUNTANCY
PIMSAT COLLEGES INC. - 2017

SKILLS

Professional

Auditing
Financial Accounting
Financial Reporting
Expense Reporting
Managerial Accounting
Accounts Receivable
Accounts Payable
Payroll
BIR mandates

Personal

Leadership
Management Skills
Time Management
Communication Skills
Critical Thinking

WORK EXPERIENCE

Punongbayan & Araullo-Business Process Solutions Department
June 25, 2024 – Present

Finance Analyst

Prepared and analyzed financial reports for internal and external stakeholders.

Assisted in budgeting, forecasting, and monthly variance analysis. Monitored financial performance and identified cost-saving opportunities.

Supported month-end/year-end closing including reconciliations and reports.

Ensured compliance with internal controls and financial regulations. Collaborated with teams to streamline processes and reporting systems.

Responded to audit inquiries and prepared required documentation.

Phirst Park Homes Inc. – Finance and Accounting Department
March 2022 – May 2024

Accounting Specialist -Payables

Processed and validated supplier invoices for timely and accurate payment.

Coordinated with vendors and departments to resolve discrepancies.

Prepared payments via checks, online banking, and other platforms. Maintained AP ledger and supported month-end closing activities. Ensured compliance with tax regulations and internal audit controls. Used SAP Business One and Xero to support process automation.

Homeaid Depot Inc. – Accounting Department
June 2019 – January 2022

Accounting Associates

Maintained general ledger accuracy and integrity.

Processed AP/AR transactions, including invoice validation and collections.

Prepared monthly bank reconciliations and assisted with financial closings.

Handled tax computation and BIR form preparations.

Managed accounting data entry and documentation compliance. Supported monthly financial reporting and audit schedules.

WORK EXPERIENCE

Emilio Aguinaldo College – Manila-Accounting Department
November 2017 – May 2019

Accounting Assistant – Payroll Processor

Processed payroll for faculty and staff, including statutory deductions.
Managed accurate payroll records and timely submission of government contributions (SSS, PhilHealth, Pag-IBIG, BIR).
Coordinated with HR on payroll changes due to hiring, resignation, and status updates.
Prepared BIR Form 2316 and annual payroll reports.
Responded to payroll inquiries and ensured confidentiality.
Supported documentation for audit and compliance purposes.

Technical Skills & Compliance

Microsoft Office Suite:

Proficient in Word, Excel, and PowerPoint for professional documentation, data analysis, and presentations

Advanced Excel Functions:

Skilled in VLOOKUP, HLOOKUP, IF statements, pivot tables, advanced formulas, and creating automated templates

BIR Filing Tools:

Experienced in Excel BIR Uploaders and ensuring compliance with BIR reporting requirements

Regulatory Compliance:

Knowledgeable in BIR Compliance processes and government filing standards

Financial Market Tools:

Competent in PSE EDGE Submission for disclosures and regulatory reporting

Corporate Governance Support:

Hands-on experience with Annual Stockholders' Meeting process, documentation, and submission

Government Portals:

Proficient in using eGOV and OneHub Filing Platforms for statutory submissions

Data Management & Filing Systems:

Organized in handling digital and physical records, with attention to data accuracy and confidentiality

REFERENCE

UPON REQUEST


Roselyn S. Diporada
Signature over Print Name