

ROWENA AUSTRIA

Bookkeeper & Accounting Specialist | QuickBooks Online & Xero Certified | Remote

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Available for remote work | Based in PHT (UTC+8) | Flexible hours to overlap with international teams and clients

PROFESSIONAL SUMMARY

Accounting specialist with 16+ years of hands-on experience in general ledger, AP/AR, bank and credit card reconciliations, payroll, month-end close, and board-level financial reporting. Most recently Membership and Accounting Head at a national professional association in the Philippines, led the migration from Profit Plus to QuickBooks Online, produced monthly Board reports and Budget vs. Actual analysis for 20 committees, and cut document processing time by an estimated 80% through workflow digitization. QuickBooks Online Certified ProAdvisor and Xero Certified (Levels 1 and 2), with supervised practice in Xero (GST, BAS, IAS, PAYG) and QuickBooks Online. Experienced in working independently, including building a finance function from scratch as a one-person accounting team.

KEY ACHIEVEMENTS

- Produced monthly Board financial reports and Budget vs. Actual analysis for 20 committees, plus revenue plan and General Membership Meeting (GMM) analyses that supported Board decisions.
- Led the migration from the Profit Plus accounting system to QuickBooks Online (cloud-based).
- Digitized document distribution and approvals, reducing processing time by an estimated 80%.
- Identified a payroll compliance gap in Saturday overtime pay under Philippine labor rules (paid at 125% instead of 130%), leading to retroactive payroll adjustments.

CORE SKILLS

Bookkeeping & Controls: General Ledger | Journal Entries | Bank & Credit Card Reconciliation | Month-End and Year-End Close | Accruals

AP/AR & Cash Flow: Accounts Payable | Accounts Receivable | Billing & Collections | Supplier Payments | Cash Flow Monitoring

Reporting & Compliance: Financial Reporting | Budget vs. Actual Analysis | Board Reporting | Payroll | Audit Support

Systems: QuickBooks Online | Xero | Hubdoc | Advanced Excel | Data Imports | Cloud Migration | Workflow Digitization

PROFESSIONAL EXPERIENCE

People Management Association of the Philippines (PMAP)

National professional association for HR practitioners in the Philippines.

Membership and Accounting Head (Developmental Assignment) | Jan 2025 – Aug 2026

- Prepared monthly financial reports and supporting schedules for management and Board review, supporting performance monitoring and decision-making.
- Built revenue plans and Budget vs. Actual analysis for 20 committees, plus a study on the potential financial impact of waiving Board Member fees at the General Membership Meeting (GMM).
- Coordinated GL, AP/AR, payroll, billing, collections, month-end and year-end close, reconciliations, and audit documentation.
- Monitored cash flow and forecasts; standardized accounting workflows during the QuickBooks Online migration.

Accounting Specialist | Apr 2016 – Dec 2024

- Reconciled 4 bank accounts and 5 credit card accounts monthly, investigated discrepancies, and maintained supporting records for cash, liability, and GL balances.
- Processed about 500–1,000 invoices and official receipts (the Philippine sales receipt) per month for memberships, training, and events.
- Processed supplier payments, payroll, and statutory remittances (Philippine social security, health insurance, housing fund, and tax); supported audits.
- Monitored finances of the association’s annual flagship event for five consecutive years.

PinoyME Foundation Inc.

Nonprofit microfinance foundation in the Philippines.

Finance & Administration Manager | Oct – Dec 2015

- Managed nonprofit GL, AP/AR, payroll, budgeting, fixed assets, procurement, and expenditure monitoring.

VSO Bahaginan Foundation Inc.

Development NGO delivering donor-funded programmes.

Youth Programme Finance Officer | Feb – Aug 2015

- Monitored donor-funded project budgets, reconciliations, projections, and staff liquidations; maintained audit documentation.
- Studied the gap between service-agreement fees and direct-hire benefits (such as government contributions, which service-agreement staff pay themselves) and raised it, resulting in additional benefits for project staff.

WAND Smart Entertainment System Inc.**Finance & Administration Officer** | Feb 2013 – Feb 2015

- Set up all accounting and administration processes from scratch for a five-person company, covering AP/AR, payroll, budgeting, inventory, and reporting.
- Performed all accounting tasks without accounting staff, including preparing and filing the company's Philippine tax returns.

Hotel Rembrandt & Stern Real Estate Development Corporation**Accounting Staff** | Feb 2009 – Feb 2013

- Supported revenue verification, AP, payments, reconciliations, payroll, government contributions, and collections monitoring.

RECENT TRAINING & SUPERVISED PRACTICE (CLOUD BOOKKEEPING)

Digitalbytes Financial Services**Xero Bookkeeping & Australian Accounting Internship** | Sep – Oct 2026 | Completed

- Completed a 30-day supervised remote internship covering Xero bookkeeping, transaction processing, financial reporting, and Australian payroll exercises.
- Worked with Chart of Accounts, conversion balances, journal entries, invoices, bills, purchase orders, Hubdoc, and bank reconciliation workflows.
- Prepared practice Trial Balance, Profit & Loss, Balance Sheet, BAS, and IAS reports, including GST and PAYG withholding exercises.

QuickBooks Online US Bookkeeping Internship | Oct 2026 – Present | Ongoing

- Configured a QBO practice company, including Chart of Accounts classifications and opening Trial Balance.
- Imported and reviewed customer, vendor, and Products & Services records; resolved duplicates, import errors, and account mapping issues.
- Practicing supplier transactions, bank categorization, reconciliation, and financial reporting under supervision.

CERTIFICATIONS

QuickBooks Online Certified ProAdvisor | Xero Certified Level 1 and Level 2 | Xero Payroll Badge | Tax Specialist Certification

EDUCATION & PROFESSIONAL DEVELOPMENT

- Bachelor of Science in Accountancy | PHINMA University of Pangasinan | 2008
- Bookkeeping NC III, TESDA (Philippine national bookkeeping certification)
- Advanced Microsoft Excel | Power BI Workshop | Essentials in HR Management | Successful Supervision