ARIEL ZAPANTA ALOC

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PROFESSIONAL SUMMARY

Detail-oriented accounting professional with nearly 3 years of experience in bank reconciliation, accounts receivable, general ledger support, and month-end close, transitioning into a remote Bookkeeping VA role. I am a QuickBooks Online Certified ProAdvisor with working knowledge of transaction categorization, journal entries, chart of accounts management, and financial reporting, along with SAP and Acumatica ERP experience. Skilled at resolving account discrepancies, maintaining accurate records, and communicating clearly with finance teams, auditors, and operational stakeholders. I bring dependable remote support, organized financial data, and proactive attention to detail that helps clients keep their books accurate and up to date.

PROFESSIONAL EXPERIENCE

Accounting Associate – General Ledger | Concerted Management Corporation Aug 2025 – Feb 2026

- Prepared monthly Income Statements and Balance Sheets, ensuring accurate financial reporting and supporting timely month-end close activities.
- Analyzed general ledger accounts and investigated high-value account variances, coordinating with stakeholders to resolve discrepancies before reporting deadlines.
- Calculated and recorded depreciation, amortization, prepaid taxes, and other adjusting entries to maintain accurate financial records.
- Reviewed general ledger transactions for accuracy and prepared adjusting entries, supporting audit readiness and compliance with company accounting policies.

Accounting Associate – Bank Reconciliation | Concerted Management Corporation Sep 2024 – Jul 2025

- Reconciled 30+ company bank accounts daily and monthly, ensuring accurate cash balances and supporting timely month-end close.
- Investigated outstanding deposits, unreconciled transactions, and stale-dated checks by collaborating with Treasury, branch personnel, and audit teams to resolve discrepancies.
- Prepared bank reconciliation schedules, resolved reconciling items, and maintained audit-ready documentation to improve account accuracy and support internal controls.
- Expanded responsibilities to SAP Master Data Administration, configuring and maintaining branch records, bank accounts, depository banks, cost centers, and profit centers to ensure accurate financial processing.
- Collaborated with Finance, Treasury, Operations, and branch teams to validate SAP master data requirements, maintain configuration records, and support business continuity.

Accounting Assistant – Accounts Receivable | Concerted Management Corporation Jun 2023 – Aug 2024

- Identified and resolved unapplied customer payments and invoice posting issues, reducing outstanding balances from ₱203 million to ₱93 million.
- Processed weekly and monthly billings for financing companies while ensuring accurate invoicing, timely payment application, and complete supporting documentation.
- Prepared accounts receivable aging reports, monitored overdue balances, and coordinated with Treasury, Bank Reconciliation, and financing partners to resolve billing and payment discrepancies.

KEY SKILLS

Accounting | Bookkeeping | QuickBooks Online | Bank Reconciliation | Accounts Receivable | Accounts Payable | General Ledger Management | Month-End Close | Journal Entries | Financial Reporting | Chart of Accounts Management | Balance Sheet Reconciliation | Microsoft Excel | Audit Support

EDUCATION

Bachelor of Science in Accountancy Jun 2023
Global Reciprocal Colleges | Metro Manila, Philippines

CERTIFICATIONS

- QuickBooks Online Certified ProAdvisor – Intuit
- Intuit Bookkeeping Certification – Intuit

LANGUAGES

English: Proficient (written and spoken)
Filipino: Native