

MANILYN M. BILLONES

Puerto Princesa City, Palawan, Philippines 5300

Open to remote & International Opportunities

SENIOR BOOKKEEPER | REMOTE ACCOUNTING SPECIALIST

PROFESSIONAL SUMMARY

Detail-oriented Senior Bookkeeper with over 10 years of experience in bookkeeping, accounting support, financial reporting, bank reconciliations, accounts payable, accounts receivable, and administrative operations. Proven ability to manage financial records accurately, resolve discrepancies, and maintain compliance with financial procedures. Experienced in supporting remote clients and handling multiple responsibilities independently. Proficient in QuickBooks, Xero, Microsoft Excel, and Google Workspace. Seeking a remote bookkeeping or accounting position where I can contribute strong analytical, organizational, and problem-solving skills.

PROFESSIONAL EXPERIENCE

Senior Bookkeeper / Administrative Assistant

Department of Education (DepEd) | January 2022 – Present

- Prepare and process financial documents, disbursement vouchers, and supporting records.
- Perform monthly bank reconciliations and resolve discrepancies promptly.
- Monitor budgets, expenditures, and fund utilization.
- Maintain accurate financial records and ensure compliance with government accounting procedures.
- Generate financial reports to support management decision-making.
- Manage administrative functions, including email correspondence and document management.
- Coordinate with stakeholders regarding financial and administrative matters.

Freelance Bookkeeper (Remote)

Self-Employed | January 2018 – December 2021

- Managed bookkeeping services for multiple remote clients.
- Recorded daily financial transactions and maintained organized accounting records.
- Handled Accounts Payable and Accounts Receivable functions.
- Performed bank and account reconciliations.
- Assisted clients with payroll processing and expense management.
- Prepared financial reports and supported month-end closing activities.
- Coordinated with clients through email and virtual communication platforms.

Senior Accounting Staff

First Union Resources | June 2016 – December 2017

- Maintained accurate financial records and accounting documentation.
- Processed Accounts Payable and Accounts Receivable transactions.
- Conducted bank reconciliations and investigated discrepancies.
- Assisted in preparing financial reports and supporting schedules.
- Performed administrative and clerical accounting duties.

EDUCATION

Bachelor of Business Administration
Palawan State University | 2008

CORE COMPETENCIES

- Full-Cycle Bookkeeping
- Bank Reconciliation
- Accounts Payable (AP)
- Accounts Receivable (AR)
- Financial Reporting
- Payroll Processing
- General Ledger Maintenance
- Expense Tracking
- Budget Monitoring
- Data Entry & Record Management
- Remote Client Support
- Email & Calendar Management
- Microsoft Excel
- Google Sheets
- QuickBooks Online
- Xero Accounting Software
- Administrative Support

CERTIFICATIONS & TRAINING

Licensed Professional Teacher (LPT)

Beginner-Friendly Australian Bookkeeping Secrets

FH Moms Inc. & Bookwise Growth Clinic | July 2025

- Introduction to Australian Bookkeeping Principles
- Xero Accounting Software Fundamentals
- Practical Bookkeeping Workflows and Best Practices

TECHNICAL SKILLS

Accounting Software

- QuickBooks Online
- Xero

Productivity Tools

- Microsoft Excel
- Microsoft Word
- Google Sheets
- Google Docs
- Google Drive
- Gmail
- Zoom
- Microsoft Teams