

SHERYL PIELLA

BOOKKEEPER

ABOUT ME

Detail-oriented and reliable Bookkeeper with hands-on experience in accounts payable and receivable, bank and credit card reconciliations, invoicing, transaction recording, and financial reporting. Highly organised and accurate, with experience working independently in remote bookkeeping environments. A proactive learner who adapts quickly to new systems and processes while maintaining clear communication and accurate financial records.

Talisay City, Philippines

CORE SKILLS

- QuickBooks Online
- Accounts Receivable & Payables
- Bank & Credit Card Reconciliation
- Invoicing & Billing
- Vendor Bill Processing
- ExpensevTracking
- Transactions Recording &
- Categorization

  Payment Recording & Allocation
- Financial Record Maintenance
- Accurate Data Entry
- Profit & Loss Reporting
- Administrative Tasks

EDUCATION & TRAININGS

- BS in Economics,2017
- BYU Pathway Connect, 2021
- Quickbooks Online, 2025

WORK EXPERIENCE

PHOTOGENICS MEDIA (PART-TIME)

Bookkeeper (Remote)

- Daily recording of invoices, receipts, and expenses
- Creating bills and sending reminders via Quickbooks
- Accounts payable/accounts receivable reconciliation
- Maintain accurate and up-to-date financial records
- Prepare and report financial records

DIPLOMAT MOTORS (PART-TIME)

Bookkeeper (Remote)

- Recording of invoices, receipts, and expenses
- Updating credit card charges
- Reclassifying and categorizing transactions
- Monthly bank account reconciliation
- Prepare and report financial records

PMI SUNNY OC (PART-TIME)

Bookkeeper (Remote)

- Record income from each platform (Airbnb, Vrbo, direct bookings)
- Track all property-related expenses
- Match bank transactions with booking payouts and expenses
- Monthly profit and loss statement and reconciliation

PMI MOUNTAIN WEST (PART-TIME)

Bookkeeper (Remote)

- Enter and pay vendor bills
- Track recurring payments
- Generate and send rent invoices
- Record rent payments from tenants
- Categorize transactions properly, identify and correct discrepancies
- Reconcile bank and credit card statements