

JOSEPH ADRIAN S. CLARIDO

ACCOUNTING ANALYST & BOOKKEEPER

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PROFILE SUMMARY

Experienced Bookkeeper and Accounting Analyst with a strong background in financial record management, account reconciliation, and data analysis. Skilled in general ledger accounting, financial reporting, and variance analysis, ensuring accuracy and compliance. Proficient in QuickBooks, Vantaca, and Microsoft Office Suite to streamline processes. Adept at identifying inefficiencies, improving processes, and providing detailed financial insights to support decision-making.

EDUCATION

2019 - 2023

TANON COLLEGE, INC.

- Bachelor of Science in Business Administration Majoring in Finance
- Graduated

2024 - Present

PHILIPPINE CHRISTIAN UNIVERSITY

- Bachelor of Science in Accountancy
- Bridging Program

SKILLS

- Familiarity of Accounting Standards
- Financial Statements Preparation
- Bookkeeping
- Bank Reconciliation
- QuickBooks, Vantaca, Excel, etc.
- Time Management
- Detail-Oriented and Accuracy

CERTIFICATES

- Quickbooks Online ProAdvisor
- The Accounting Cycle and Financial Statements
- Cum Laude (Degree in Finance)
- TESDA - Contact Center Services

WORK EXPERIENCE

Global Strategic Business Process Solutions

JAN 2024 - PRESENT

Accounting Analyst

- Managed the preparation of financial statements for over 15 homeowners associations (HOAs) in Colorado and functioned as a liaison for audit and tax assistance of external auditors for more than 150 HOAs in Nevada.
- Handled general ledger management, bank reconciliations, insurance amortization, monthly accruals, and reserve fund allocations. Ensured accuracy by identifying and correcting accounting discrepancies, reviewing AP and AR reports to track outstanding items, and reclassifying GL accounts as needed.
- Collaborated with various departments to ensure the completeness of financial transactions each month. Prepared key financial reports, including balance sheets, income statements, budget variance analyses, notes to financial statements, and reconciliations.

Deltacore Engineering Services

JAN 2023 - APRIL 2025

Bookkeeper (Part-time)

- Maintain accurate financial records by managing accounts payable and receivable, performing bank reconciliations, and ensuring proper general ledger maintenance. Review and correct accounting discrepancies to ensure accurate financial reporting.
- Prepare and analyze financial statements, including balance sheets and income statements, while handling tax filings, and regulatory compliance. Assist in internal and external audits by organizing and providing necessary documentation.
- Oversee cash receipts and disbursements by recording transactions, reconciling discrepancies, and maintaining proper documentation of all cash movements. Ensure timely processing of payments and deposits to maintain accurate financial records.