#### MARY GRACE JAVIER IPAC

+63994-732-2578

hello@maryjavier.com

maryjavier.com

Caliguian
Burgos, Isabela
Philippines, 3322

#### Dear Hiring Manager,

I'm Mary Grace Javier Ipac, a professional Bookkeeper Virtual Assistant from Isabela, Philippines. With extensive experience managing the full accounting cycle across healthcare, landscaping, creative services, e-commerce, and non-profit organizations, I bring both technical expertise and a strong commitment to financial accuracy and compliance.

In my recent role as Staff Accountant – Healthcare Operations at Evercare Skilled Nursing, I managed financial transactions, performed reconciliations in Sage, posted payroll journal entries from PayCor, and maintained the general ledger with precision. My ability to collaborate with cross-functional teams helped streamline accounting processes and strengthen financial management in a highly regulated environment.

As Chief Operations Coordinator for Plant Lane Farm LLC and Business Operations Assistant for Ameigh Art Design LLC, I oversaw daily bookkeeping, prepared financial reports, and conducted cost accounting to provide actionable insights for business owners. My leadership as Vice President for Audit at H3 Movement Organization further demonstrates my capacity to ensure compliance, transparency, and accountability in financial oversight.

I am certified in Xero Advisor and Intuit QuickBooks Bookkeeping, with additional training in financial accounting fundamentals, BAS/GST, and payroll management. Proficiency in tools such as Xero, QuickBooks, Sage, HubDoc, and A2X enables me to deliver efficient, accurate, and scalable bookkeeping solutions tailored to diverse client needs.

I am confident that my background in managing complex financial operations, combined with my dedication to ethical and detail-oriented work, makes me a strong candidate for this role. I would welcome the opportunity to contribute to to your company by ensuring reliable financial reporting and supporting your business growth.

I have included my website, social links, and portfolio for your review, and I would be happy to provide any additional materials you may need.

Email: hello@maryjavier.com

▶ Phone: +639947322578⊕ Website: <u>maryjavier.com</u>

LinkedIn: Mary Grace Javier Ipac

Thank you for considering my application. I look forward to the next steps and the opportunity to contribute to your ongoing growth and success.

Mary Grace Javier Ipac

# MARY GRACE

## **JAVIER IPAC**

### **BOOKKEEPER**

"Your Vision, My Mission."



#### CONTACT

- +63994-732-2578
- O Caliguian, Burgos, Isabela, PH
- maryjavier.com
- În Mary Grace Javier Ipac
- o missmaryjavier

#### CERTIFICATIONS

- Xero Advisor Certified
- Intuit QuickBooks Bookkeeper
- Financial Accounting Fundamentals
- Advance BAS and GST Course
- HR & Payroll Management
- A2x for Accountants & Bookkeepers
- Computer Literacy Program NCII

## SOFTWARES/APPS

- Xero, QuickBooks, Sage, Wage
- A2x, LinkMyBooks, HubDoc, Dext
- Expensify, Zoho Expense,
- · Bill.com, Square
- Google Workspace, Microsoft Suite
- · Notion, Asana, Trello
- Zoho, HubSpot, LastPass
- Slack, Discord, Pumble, WhatsApp
- Binance, BitGet, Centralize Exchanges
- Dapps, Ronin, Polygon chains, etc.

#### **LICENSE**

License Professional Teacher

#### REFERENCE

#### Melmarie Abamo

TeleHunt, COO

**Email:** em@hubstaff.com **No.:** +63-966-362-1163



#### **PROFILE**

"I help professionals and businesses thrive by providing reliable, accurate virtual bookkeeping support, organize finances, enabling the best business decisions, and freeing up time to focus on growth of the business."



#### **WORK EXPERIENCE**

#### **Evercare Skilled Nuring**

Staff Accountant | Part-time

SEP 2025 - DEC 2025

- Managed financial transactions with accurate categorization through maintaining the general ledger in Excel.
- Performed bank and credit card reconciliations in Sage to ensure compliance and financial integrity.
- Posted payroll journal entries from PayCor into Sage, supporting timely and accurate employee compensation reporting.
- Coordinated with departments to refine accounting processes and strengthen overall healthcare financial performance.

#### **Plant Lane Farm LLC**

NOV 2024 - PRESENT

Bookkeeper Virtual Assistant | Freelance

- Managed daily bookkeeping tasks, including transaction uploads and data organization, created and issued sales invoices and bills
- Conducted bank reconciliations across multiple and prepared monthly and quarterly financial reports
- Ensured all reports met internal and external financial reporting standards

#### **Ameigh Art Design LLC**

Nov 2024 - Present

Business Operations Assistant | Freelance

 Tracked material, labor, and overhead costs for individual art projects to provide clear profit and loss insights, helping with pricing and resource planning.

#### **H3 Movement Non-Profit Organization**

Aug 2020 - Aug 2023

Vice President for Audit | Full-time

 Led the audit and financial management of five community-based projects, ensuring compliance with internal controls, budget limits, and donor requirements.

#### North Luzon Regional Baha'i Council

Aug 2020 - Aug 2023

Secretary & Statistical Report Program Manager | Full-time

- Reviewed and audited quarterly, bi-annual, and annual budget requests and financial reports from multiple local units.
- Verified financial documents and annual disbursements to ensure accuracy, transparency, and compliance with internal controls.

#### **EDUCATION**

Bachelor of Secondary Education
University of the Cordilleras

Baguio City, Philippines

Sep 2015 - Sep 2018