

RJ Dator  
San Beda University  
BS in Marketing

**Vice-President, Operations**

Serratore Tax

October, 2003 to present time

Duties include: Maintenance and reporting of financial records. Audit and reconciliation of revolving fund activities; maintain, monitor and prepare monthly fund and appropriation reconciliations for three special funds.

Maintains records of routine accounting transactions. Assists in preparation of financial and operating reports including trial balances, adjustments and closing entries. Prepares and maintains accounting records which may include general accounting, costing, or budget data.

Verifies and posts transactions to journals, ledgers and other records. Prepares statements, invoices and vouchers.

Completes basic bookkeeping and accounting tasks. Performs posting of cash receipts, expenses, or other transactions to journals or ledgers and verifies accuracy. Reviews invoices, bills, vouchers, or other documents for corrections before entering into records. Sorts and files documents, and performs calculations.

Reviews invoices for accuracy and completeness. Sorts documents by account name or number and processes invoices for payment. Posts transactions to journals, ledgers and other records.

Verifies and posts accounts receivable transactions to journals, ledgers, and other records. Follows established procedures for processing receipts, cash etc. Sorts and files documents after posting.

Prepares bank deposits. Manages the accounts receivable function within the organization's established policies.

Arranges and oversees completion of all work including posting, processing, and verification of receipts, credit claims, refunds, interest charges, or other similar records. Produces regular or special written reports. Suggests improvements in processes to increase effectiveness of unit.

Records organization's business transactions and retains all accounting records. Posts, verifies, and reconciles accounts payable, accounts receivable, expenses, payroll, or other ledger accounts. Prepares statements, invoices, and vouchers. Submits reports of business financial operations.

Processes time cards, computes and processes wage and salary payments and related withholdings. Compiles, prepares and maintains payroll reports and statistics.

Computes and disburses wages and salaries, deductions, taxes and other withholdings. Posts payroll data and prepares routine reports and/or payments to government agencies, insurance companies and others.

Calculates and processes special checks, reviews, edits and makes corrections and adjustments as needed.