



Marlyn P. Gabotero

Accounts Payable and General Ledger Accountant

Contact

Phone

0938-601-5256

Email:

marod6510@gmail.com

Current Address

Calamba City, Laguna

Education

Bachelor of Science in Accountancy

City College of Calamba

Expertise

- Accounts Payable Process Expertise
- General Ledger Accounts Analysis and Variance Analysis
- Semi Annual Cash Forecasting
- Vendor & Stakeholder Management (Direct Engagement, Issue Resolution)
- Cross-Functional Collaboration (Site Finance, Procurement, Receiving Department)
- Team Leadership, Review Aging & Staff Mentoring
- Oracle EBS/ Oracle Cloud Expert & Advanced Microsoft excel

Reference

Vanj Mahilom -Accountant,
Onsemi Philippines Inc-Carmona
Phone: 0 9 2 7 9 6 5 4 1 1 6

Fred Tumlos

P2P Manager

Emerson Electric Asia LTD ROHQ

Phone: 0917-831-6242

Professional Experience

Sept 2023 - Present

On Semiconductor Philippines Inc Accounts Payable TL

- Supervise the day-to-day activities of the AP team 4 PH Site including assigning tasks, monitoring performance, and providing coaching or training to ensure efficiency and accuracy & Balance hands-on processing with leadership duties, ensuring team members adhere to company policies and procedures.
- Payment Processing- Oversee the processing of invoices, check requests, employee reimbursements, and credit memos, ensuring accuracy and timely payments to vendors. Manage weekly payment schedules, including check runs, ACH, and wire transfers, to meet vendor deadlines.
- Reconcile accounts for payable transactions with the general ledger and resolve discrepancies to maintain accurate financial records.
- Maintain strong relationships with vendors and internal stakeholders, addressing inquiries and resolving issues promptly.
- Implement and maintain internal controls to prevent errors and fraud in the accounts payable process. Develop and standardize templates, checklists, and automation features to reduce rework and improve efficiency.
- Ensure compliance with SOX, audit requirements, and company policies, maintaining audit-ready documentation for approvals, exceptions, and control checks.
- Assist in ERP Oracle system implementations or upgrades, providing input to meet accounts payable process requirements
- Support month-end and year-end closing activities, including accruals, journal entries, and balance sheet reconciliations
- Prepare expanded tax report monthly and adhere to BIR Deadlines, Issuance of 2307 to suppliers on a quarterly basis, making sure that PEZA certificate is well coordinated and files through SharePoint, making Sure that VAT assessment is well coordinated with Site Finance & Filing PH documents annually

Mar 2022 – Sept 2023

On Semiconductor Philippines Inc Accounts Payable Specialist

An Experienced Accounts Payable Processor and General ledger Accountant at Onsemi Manufacturing Corporation transferred to Shared service Center to lead the Philippine Process and stabilization in process alignment. All Accounts Payable process throughout the site will be part of Global SSC

- Support the process transition from Onsemi Manufacturing Site to Global Shared Service Center implementing testing to new environment which is APRO SS and Oracle EBS
- Full Accounts Payable Responsibilities (Invoice processing 2way/3way, Non-PO and Payment processing Local EFT, Check and Manual Payments)
- Clearing Accounts Analysis and assisting in closing period with Journal entries, Accrual preparation
- Vendor Bank Account request if needed
- Adhere to Philippines issuance of BIR form 2307, EWT Reporting, PEZA certificates follow-up with vendors and application of tax exemption. I consider my self as Philippine tax expert

June 2016 - 2022

On Semiconductor Philippines Inc Accounts Payable and General ledger Accountant

- Process and verify invoices, ensuring they match purchase orders and receipts. Schedule and execute timely payments to vendors through checks, ACH, or wire transfers, maintain vendor relationships and resolve any payment-related disputes efficiently, making sure all Manual Payment request has enough signing limit approval, Approved requisition and Controllers approval
- Prepare and post journal entries, ensuring all financial transactions are accurately recorded in the general ledger, conduct monthly reconciliations of accounts to ensure accuracy and compliance with internal controls, assist in the month-end and year-end closing processes, including the preparation of financial statements
- Provide Variance analysis and Accounts analysis on the assigned accounts every month end closing
- Preparation of Bureau of Internal Revenue Reports and filing monthly/ quarterly, Semi Annually and Annual Basis. Making sure to submit report on or before Deadline
- Mobile Phone inventory handling and personal charges analysis-Making sure all lines with personal charges are approved if not, the excess amount should be subject for Salary deduction of employees
- Filing of Documents in alphabetical order. Yearly Filing of documents and making sure 10-year Philippines Document retention is followed And Assist in SOX Audit in providing Samples

June 2012 – June 2016

Emerson Electric Asia Limited- Accounts Specialist 1

- Invoice processing 3way/2way and non-PO transactions from Data SERV with compliance (120-140 invoice/day target) Support Europe Site and Middle East Africa. Making sure that all invoices have attachment

June 2010 – June 2012- Controlling and Admin Clerk -Rising Business Concepts and FG Staff at ACS Mfg Corp