

JOEVIN S. YBAÑEZ

Senior Bookkeeper | QuickBooks Online Certified | Bilingual (English / Spanish)

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QBO certification: credly.com/users/joevin

PROFESSIONAL SUMMARY:

Bookkeeper with 10+ years of bookkeeping experience, including 3 years managing remote engagements in QuickBooks Online (QBO). Bilingual in English and Spanish, with a strong track record in bank reconciliation, financial reporting, and internal auditing. Comfortable working with a wide range of accounting and productivity tools.

WORK EXPERIENCE

Senior Bookkeeper & Billing Support Specialist

YAME Consulting | Remote (Part-time, Subcontractor). Feb 2024 – Present

- Managed full-cycle bookkeeping for clients using QuickBooks Online (QBO), including transaction categorization and reconciliation and even cleanups
- Cleared and reconciled bank feeds to ensure accurate, up-to-date financial records.
- Provided billing support, tracking outstanding invoices and coordinating with clients to resolve discrepancies.

Internal Auditor / Bilingual Accounting Staff

World Navi Co., Ltd. | Cebu City, Philippines (Hybrid). Nov 2022 – Dec 2025

- Audited and verified accounting books for South American branches, ensuring compliance with reporting standards.
- Prepared bilingual (English/Spanish) management reports to bridge communication between South American branches and the Japan head office.
- Identified and flagged discrepancies during audits, supporting timely corrective action.

Finance & Administrative Support (Social/Pastoral Worker)

Comboni Missionaries of the Heart of Jesus | Mexico City, Mexico & Lima, Peru. Jul 2017 – Mar 2022

- Assisted finance committees with bookkeeping, expense tracking, and budget reporting.
- Maintained financial records supporting organizational transparency and reporting requirements.

Credit Officer & Bookkeeper

Religious Educators Multipurpose Cooperative | Malaybalay City, Bukidnon. May 2011 – Aug 2013

- Maintained complete financial records including journals, ledgers, and financial statements.
- Prepared official financial reports submitted to the Cooperative Development Authority.
- Managed credit collections and monitored outstanding receivables.

Office Clerk & Bookkeeping Assistant

Bukidnon Institute of Catechetics | Malaybalay City, Bukidnon. Oct 2004 – May 2011

- Handled bookkeeping using cash basis accounting, data entry, and financial report preparation.
- Supported management with administrative tasks and document management.

EDUCATION

BS in Accountancy

Bukidnon State University | Malaybalay City, Philippines 2004 – 2009

Diploma in Information Technology

STI Malaybalay | Philippines 2012 – 2013

Additional academic background in Philosophy and Theology (supports multilingual communication and cross-cultural work experience).

SKILLS & TOOLS

Accounting Tools	QuickBooks Online (QBO, Certified), Bill.com, Adaptive.build
Bookkeeping	Bank Reconciliation, Accounts Payable/Receivable, Financial Statements, Internal Audit
Reporting	Management Reports, Cash Basis & Accrual Accounting, CDA Reporting
Productivity	Microsoft Office Suite (Advanced), Google Workspace
Collaboration	Notion, Asana, Trello, Rakumo, Planka (free Kanban)
Languages	English (Fluent), Spanish (Fluent), Filipino (Native)