

Recila Anne Manalili

Accounting Manager, Bookkeeper

As a certified Bookkeeper with a degree in Accounting Information Systems, I have effectively managed remote bookkeeping and accounting responsibilities for insurance agencies in the USA. Known for my results-driven mindset and proactive work ethic, I am committed to continuous learning and delivering exceptional financial solutions.



EXPERIENCE

Insurance Accountant, 2024

A to Z Insurance | Dover, Delaware - Remote

- In charge of all accounting processes. It includes Journal Entries, Reconciliation of Bank, Direct Bill and Payables. I also process reports such as Producers Commission and Financials

Insurance Accounting Manager, 2022-2024

RH Sims Insurance Agency | Loganville, Georgia - Remote

- In charge of daily accounting operations: managing payments, receipts, bill invoices, financial records, cancellations & renewals, processing payrolls, conducting reconciliations, and report quality control.

Automotive Financial Manager, Aug. 2022 - Dec. 2022

Cabrera Group of Companies | San Fernando, Pampanga

- I oversee the financial aspects of a motorcycle business, which includes managing receivables, payables, sales, and inventory records.

Accounting and Administrative Intern, 2017 - 2018

Pampanga EENT & General Hospital | San Fernando, Pampanga

- I handled health benefits for hospital staff and managed patient services at the front desk, including appointments, inquiries, and records.

EDUCATION

Bachelor of Science in Accounting Information System

Don Honorio Ventura State University, 2018 - 2022

QuickBooks Online Certified, 2023 - Present

National Certificate III in Bookkeeping, 2018 - Present

Microsoft Digital Literacy



CONTACT

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📍 Minalin, Pampanga, Philippines



EXPERTISE

Accounting

Bookkeeping

Insurance Tasks

Administrative Tasks



SOFT SKILLS

Leadership

Conflict Resolution

Effective Communication

Critical Thinking



HARD SKILLS

⚙ Applied Epic

g Gusto

📄 Microsoft Office

📄 Adobe Acrobat Pro