



**Firm**  
D R Consultants & Designers, Inc.

# Jun E. Magbitang

## Accounting Manager

**Education**

- B.S.C., Accounting, Far Eastern University, Manila, Philippines
- Accounting Software training, Cerritos College, Cerritos, CA

**Years of Financial Services Experience:** 38

**Years of Financial Services Experience in A&E industry:** 30

### Professional Experience

Mr. Magbitang brings over 38 years of financial service experience, 30 years within the Architectural-Engineering industry. Before joining DRC, he had served, since 2002, as Controller with a prominent architectural firm in southern California. His expertise encompasses all accountancy functions in a service enterprise. He supports DRC department leaders and Project Managers with full-cycle accounting and financial reporting, including capital and operating forecasting and budgeting, financial analysis, and reviewing all operations to provide analytical feedback to various levels of management, using advanced computerized databases and applications, including Deltek Vision. He has assumed a key position that supports the company's management and operational development.

## PROFESSIONAL EXPERIENCE

### Accounting Manager

D R Consultants & Designers, Inc.

2017 - Present

- Develops, directs, and implements the financial, accounting and operations of DRC using Deltek Vision and other management software packages to facilitate accurate reporting, accounting processes and procedures. Prepares financial analyses of operations, recommends improvement and streamlines systems and procedures. Prepares interim and final financial statements with supporting schedules for the guidance of CEO, project controls, and operations. The Accounting Manager reports directly to the CEO and makes recommendations to enhance the company's financial position with respect to profits, trends, operations, costs, and compliance with budget and cash management. Responsibilities also include supervising administrative and accounting staff, general accounting, contract administration, human resources, client invoicing, internal auditing, cost accounting, payroll, project controls, and budgetary controls.

### Controller

Killefer Flammang Architects

2002 - 2016

- Used Deltek's Vision for the Project Control, Accounting, Billing, and for Time and Expenses; performed all daily business transactions thru all the special journals: cash receipts, accounts payable voucher trade, and consultants, payment processing of AP vouchers-trade, and consultants, processing employee expense payment, cash disbursements journal for payroll, any automatic payments from bank's checking accounts, and any transactions involving direct cash; disbursements, journal entries.
- Duties performed: billings and extensive internal semi-monthly various reporting for project progress, inclusive of budget and P&L Analysis, Cash Balance, Aged of A/R Detail and Summary, Project Totals, Project Detail, Staff Totals, Staff Project Totals, Project Progress reports, specifically, allowed the company to give fees and accept new projects from clients.
- Reconciled bank accounts monthly.
- Processed journal entries and performed accounting corrections to ensure accurate records.



- Analyzed, examined, and interpreted account records as-well-as compiled financial information, and reconciled reports with financial data.
- Oversaw Accounts Payable and Receivable and ensured attention to detail.
- Created personalized and Global Project and Accounting Reports selectively within Deltek's Vision for selectively and repeated vital reports.
- Prepared various reports for the Monthly Executive Reports submitted to the Internal CPA for the monthly individual project's P&L, and the Corporate Financial Analysis (for key financial indicators).
- Collaborated with the external CPA for the year-end reporting package to calculate the Targeted Net Cash Profit for the company's Corporate Income Tax Return and the owner's Form 1040 Tax Return.
- Generated dashboards to make all of the above mentioned Semi-Monthly, and Executive Monthly Reports neat and easy to read by upper/executive management.
- Printed a monthly File Reconciliation Report to maintain and ensure data accuracies and integrities of the company's book.
- Adhered to departmental controls, regulations, and ethics.

**Accountant**

1983 - 2002

Benton Park & Candreva Architects

- Responsible all accounting functions and related operations, used Deltek's Advantage and had it computerized from manual accounting set ups, generated the Computerized Billings, and used all of the accounting's special journals: Billing Journal, Cash Receipt Journal, Check and Cash Disbursement Journals, Journal Entries for any required adjustments prior to finalizing the Financial Statements with the cash in bank account reconciled, monthly-end closing.
- Processed payroll thru Pay Phone and several financial institutions.
- Prepared and submitted payroll tax return.
- Taught the Office Manager as my assistant on accounting functions.
- Prepared all other related reports in conjunction with the financial statements.

**ADDITIONAL SKILLS**

- Knowledge of QuickBooks and MS Office applications (Excel, Word, Outlook), Lotus 123, Adobe Acrobat X1 Pro, and Gmail
- Bilingual: English and Tagalog