



# Toyota de Puerto Rico, Corp.

Collaborative. Respectful. A place to dream and do. These are just a few words that describe what life looks like at Toyota. As one of the world's most admired brands, Toyota is growing and leading the future of mobility through innovative, high-quality solutions designed to enhance lives and delight those we serve. We're looking for diverse, talented team members who want to grow and start their impossible with us.

## Who we're looking for:

Toyota de Puerto Rico is looking for a highly motivated and qualified **Accounting Business Analyst**. This is a TdPR JL15 job that reports to Accounting & Finance Manager and has the purpose of supporting TdPR Business strategy by ensuring that disbursements are accurate and timely prepared in compliance with government and company requirements.

## What you'll be doing:

- Provide advice to operational units as required to assist in business financial decisions.
- Provides required information for the preparation of tax returns, review tax returns and ensure filing on or before their due dates.
- Responsible for inventories. Ensures that all inventory accounts are appropriately reconciled and investigates differences.
- Responsible for financial reporting and the analysis needed to be presented as part of monthly close
- Performs monthly analysis and related reconciliations of Vehicles, Parts, Accessories and Intercompany Accounts.
- Responsible for the analysis and validation of Dealer Incentive Payments against Program Rules and requests payment to Accounts Payable. Identifies deviations and coordinates the resolution.
- Reviews all disbursements made to suppliers according to schedules and corporate policies and procedures.
- Performs monthly reclassification of TMS miscellaneous invoices and obtains approvals, reviews monthly journal entries, analysis and reporting package sheets for the assigned accounts.
- Prepares monthly bank reconciliations.
- Reconciles and process monthly Global Netting. Reconciles intercompany payables with TMNA
- Reviews and analyzes company tax forms so they are prepared accurately and submitted on a timely basis.
- Performs more complex research and analysis across a variety of key significant accounts.
- Ensures that vehicle vessels and parts transmissions have been accurately uploaded into the Finance System.
- Recommends and communicates revisions to policies and procedures to improve the efficiency of the assigned accounts processes.

## What you bring (requirements):

- Bachelor's Degree in Accounting and or Finance
- At least five (5) years of Accounting experience
- At least three (3) years of experience in a similar position
- Strong analytical skills and process oriented
- Excellent oral and written communication skills in both English and Spanish
- Strong Microsoft Office skills required with emphasis on advanced Excel functions
- Certified Public Accounting License, Preferred.

**Location:** Rio Piedras

## What you should know

Our success begins and ends with our people. We embrace diverse perspectives and value unique human experiences. We are proud to be an equal opportunity employer that celebrates the diversity of the communities where we live and do business. Applicants for our positions are considered without regard to race, ethnicity, national origin, sex, sexual orientation, gender identity or expression, age, disability, religion, military or veteran status, or any other characteristics protected by law.

Interested candidates must fill out the Statement of Interest Form, and submit in Human Resources to Lourdes Santini with and updated resume. Dateline to submit your request is Thursday, February 28, 2019.