

**Job Description: Mid-level Accountant**

Capexel, located in Canóvanas, Puerto Rico, seeks an accountant with 10+ years hands on control of accounting function; accounting, internal reporting, strategic/analytical functions, as well as strong US and PR taxes knowledge. Responsible for financial statements, profit and loss (P&L) statement, GAAP Compliance, and other financial reports. Responsible for revenue, sales, profitability and expense analysis. Coordinate all cash management, budget, strategic planning and variance analysis. Responsible for all accounting systems and functions. Responsible for sales tax and cost analysis with the ability to interface with outside auditors. Coordinate accounting functions as well as policies and procedures to ensure efficiencies and compliance. Excellent written and oral communication skills.

**Job Duties:**

- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Documents financial transactions by entering account information.
- Summarizes current financial status by collecting information, preparing balance sheet, profit and loss statement, and other reports.
- Substantiates financial transactions by auditing documents.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Oversee accounting clerical staff by coordinating activities and answering questions.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Secures financial information by completing data base backups.
- Maintains financial security by following internal controls.
- Prepares payments by verifying documentation and requesting disbursements.
- Complies with federal, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.

**Qualifications:**

Education: Bachelor's in Accounting Required

Experience: Accounting: 10-year (Preferred)

License/Certification: CPA (Preferred)

Knowledge with the following Accounting Tools is preferred

- Excel and other MS programs
- MS Suite
- Xero
- Tipalti
- Bill.com

Fully bilingual

Job Type: Full-time

**Benefits:**

Salary: \$85,000.00 per year

Monday to Friday

Work Location: Canóvanas, PR

Contact information

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