



Molecular Sciences Research Center, Inc.

ACCOUNTANT

The Molecular Science Research Center at the University of Puerto Rico is accepting applications for a job opportunity as **ACCOUNTANT**.

Description

The Accountant execute the administrative transactions pertaining to the operational budget, grants and contracts, and donations. The administrative transactions include procurement, accounting, and finance. He (she) certifies the execution of transactions according to applicable laws and policies. The Accountant creates subsidiaries, do cash flow analysis, and is the liaison with the external account responsible for payments. He (she) supervises the implementation and proper use of the enterprise management system.

Requirements

- BBA in Accountant, MBA preferred
- Fluent in oral and written English and Spanish
- Computer literate with Windows 8 and 10, Microsoft 365 suite, Sage 50 (Peach Tree), and search engines
- Familiar with management principles: leadership, planning, organization, and operations
- Keeps informed about professional and technical knowledge by attending educational workshops, reviewing professional publications, and establishing personal networks.
- Accessibility to work outside of regular work hours and in emergencies

Desirable skills

Ability to work independent or in teams, to stay focus, and complete projects in a timely manner

Ability to train people and comfortable enforcing statutory laws and regulations

Ability to work with people of different educational backgrounds, cultures, and responsibilities

Main responsibilities

- Execute the administrative transactions pertaining to the operational budget, grants and contracts, and donations. The administrative transactions include procurement, accounting, budget, and finance. It is primarily responsible for certifying transactions execution according to applicable laws, policies, and procedures.
- Design, build and keep subsidiaries to do projections and monitor budget expenditures and incomes, to make necessary transfers and adjustments in the accounting system, and to close the fiscal year.
- It is the liaison with the accounting services company in charge of the electronic transactions for the payroll, payments to external suppliers (COD, in-advance payments, and disbursement vouchers), reimbursements, reports to government and regulatory agencies, among others.

Announcement no.

- Initiate, coordinate, and follow through until completion the administrative transactions related to supplier's payments of goods and services according to the transaction terms and conditions keeping a lasting professional relationship and safeguarding the MSRC credibility.
- Execute the 3W match between the purchasing order, the proof of delivery, and the formal invoice to authorize and prepare the required documentation for payment.
- Establish priorities about payments following an analysis of the transaction's specifications including those originating from unforeseen events or emergencies that compromise the MSRC continuous operations.
- Attend to suppliers, staff and researchers claims regarding pending invoices, returned checks, defective merchandise, and other concerns.
- Supervises & supports the staff responsible for the procurement transactions to make sure that transactions proceed in a timely manner.
- Instruct the MSRC staff, researchers, and others about the documents and procedures for acquisitions, invoicing, and payments.
- Prepare letters, memorandums, reports as requested related to the administrative transactions of procurement, accounting, budget, and finance.
- Supervises the implementation and proper use of the MSRC enterprise systems.

Interested candidates must send a Resume, NO LATER THAN March 4, 2021, to the attention of:

**Executive Director
msrc.hr.coporation@gmail.com**

Patrono con Igualdad de Oportunidades en el Empleo – Minorías, Mujeres, Veteranos/as, Personas con Impedimentos, Orientación Sexual, Identidad de Género y Otras Categorías Legalmente Protegidas.