

OSPR, LLC

Accounting/Operations Manager

Looking for a candidate for the role of Accounting/Operations Manager to perform the following duties:

- Set up and manage various sets of books for entities and personal using *QuickBooks Accountant 2020*
- Prepare journal entries and post to general ledger
- Adjustments and classifications between entities
- Perform monthly Reconciliations (bank accounts, Credit Cards, general ledger accounts. Etc.)
- Payroll & benefits duties
- Invoicing
- Manage Accounts Receivable/Payable's duties
- Preparing monthly financial reports
- Prepare documentation for tax compliance
- Managing office and administrative tasks
 - Mail in/out
 - Manage documents / filing system
- Research projects
- Coordinate and manage IT services
- Negotiation with vendors
- Diligence on vendors and products
- Attend meetings
- Interface with Legal, CPA, insurance brokers and companies, and Government agencies
- Special projects for employer
- Compare quotes and read contracts: construction, insurance, vendors
- Banking
- BBA in Accounting
- At least 3 to 5 years' experience in full accounting cycle

Salary:

- \$40,000.00 - \$50,000.00 per year

Schedule:

- 8-hour shift
- Monday to Friday

Benefits:

- Health Plan
- Vacation time

Location:

- Humacao, PR

Language:

- Spanish and English- spoken and written

Contact : José Dávila- cpajosedavila@gmail.com