



## Accountant Puerto Rico

**Job Title:** Accountant – Puerto Rico. | **Salary:** USD \$1,583.00 - \$1,875.00 Gross.

**Location:** San Juan, Puerto Rico – 100% Remote.

**Level of English:** Intermediate English level.

**Job Type:** Part-Time.

Biz Latin Hub has an exciting opportunity to join one of our most thriving offices with great growth potential in LATAM as an Accountant. The rapidly growing BLH is currently seeking the right candidate for the position!

By joining the Biz Latin Hub team, you will become a part of an energetic and ambitious team of professionals who love their work and are not afraid of challenges.

This role will oversee all accounting affairs in the jurisdiction, focused on operations (service delivery). Must be able to draft financial statements and similar documents in ENG/SPA, oversee corporate compliance and processes in their entirety and coordinated directly with the relevant public institutions. This position reports to the Puerto Rico Country Manager (located offshore).

### Responsibilities:

- Tax declaration services.
- Monthly tax declarations.
- Annual tax declarations.
- Accounting services.
- Preparation, processing, and registration of local invoices.
- Bookkeeping.
- Preparation of bank reconciliations, balance sheets, income statements, financial statements.
- Knowledge of regulations, laws and policies regarding accounting services in the Jurisdiction.
- Knowledge on financial computer programs.
- Knowledge on auditing.

### Requirements:

- B1 English Minimum.
- Accounting Degree with a professional license to practice.
- Experience 3+ years in accounting.
- Experience with foreign clients.
- Self-motivated.

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