



We are **Para la Naturaleza**, a nonprofit environmental organization based in Puerto Rico and we are looking for a candidate to join our team! Our **Accountant** is responsible for performing various accounting tasks such as prepare and record journal entries, analyze expenses and general ledger accounts and prepare financial reports.

This position requires willingness to travel, work extended hours, weekends, holidays and rotating shifts. Seeking candidates for the **Old San Juan Office**. This is a full-time regular job opportunity, that must be available to work remotely and in person.

GENERAL REQUIREMENTS:

Bachelor's Degree from an accredited university or college in Business Administration in Accounting or Finance.

2 - 3 years of experience in a similar position.

Experience with fixed assets, depreciation, inventory, accounts reconciliation, general ledger, financial reports, and monthly closing.

Fully bilingual. Excellent communication skills in both English and Spanish (spoken and written).

Proficiency in word processing, worksheets, and presentation programs, such as MS Office (Word, Excel PowerPoint) and knowledge in operating systems like Windows & MAC

First Aid and Emergency Management Certifications are a plus.

**Important: Only online, complete applications submitted through the following link will be considered:**

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ac7e6cd-faaf-42f1-8e9b-eba73f553127&cclid=19000101\\_000001&jobId=436945&lang=en\\_US&source=CC4](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ac7e6cd-faaf-42f1-8e9b-eba73f553127&cclid=19000101_000001&jobId=436945&lang=en_US&source=CC4)

**If you need any assistance, please contact us via the following email:**  
[recursoshumanos@paralanaturaleza.org](mailto:recursoshumanos@paralanaturaleza.org)

**We are an equal opportunity employer**