

United International Bank, Corp.

Job Title:	Accounting Associate		
FLSA Status:	Exempt		
EEOC Job Classification:	A-Executive/Senior Level Officials and Managers	Department:	
Pay Grade:		Location:	Guaynabo, Puerto Rico
Date Established:	04/18/2022	Date Revised:	04/18/2022

JOB SUMMARY:

The Accounting Manager will manage the general ledger and the accounting platform for UIBC, support with accounting and investment reporting, and provide financial analysis to Management and the Board of Directors.

ESSENTIAL FUNCTIONS:

ACCOUNTING

- Manages and oversees day-to-day of the accounting platform(s) including data feeds, AP/AR, GL journal entries, and bill pay
- Manages current and new entity accounting
- Oversees accounting controls in accounting platform(s)
- Assists with external tax, audit, and accounting parties
- Creates and distributes accounting reports to Management and the Board of Directors
- Performs and reviews reconciliations, intercompany transactions, general bookkeeping
- Prepares expense analysis
- Maintains entity/organizational/partnership charts

INVESTMENT REPORTING/FINANCIAL ANALYSIS

- Generates financial accounting and investment reports – monthly, quarterly, and annually
- Maintains the performance reporting system for UIBC and any other entity to which UIBC provides assistance thereto
- Prepares ad hoc analyses

INVESTMENT ADMINISTRATION AND CASH FLOW MANAGEMENT

- Prepares budgets and coordinates cash flow

OTHER FUNCTIONS:

- Provides weekly status reports
- Oversees document management within the accounting platform(s)
- Participates in or completes special projects
- Performs other duties as assigned

QUALIFICATIONS:

- Minimum 1 year of experience in accounting or related field
- Bachelor's degree in accounting or related field
- CPA and or accounting background preferred

TECHNICAL SKILLS:

- Expert-level proficiency in Microsoft Excel
- Experience with data input and manipulating Excel spreadsheets
- Experience with software and platforms for accounting, reporting, and investing analysis
- Experience with subscription and other documentation for private placements

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- Strong knowledge of Generally Accepted Accounting Principles (GAAP) and technical reporting

PROFESSIONAL CERTIFICATIONS:

- Certified Public Accountant (CPA) preferred

BEHAVIORAL COMPETENCIES:

- Financial Acumen
- Tech Savvy
- Decision Quality
- Communicates Effectively
- Business Insight
- Instills Trust

PHYSICAL DEMANDS/WORK ENVIRONMENT:

This job operates in a professional office environment or home office. This role routinely uses standard office equipment. While performing the duties of this job, the associate is regularly required to speak and hear. The associate is frequently required to sit for extended periods of time, stand, walk, use hands and fingers, and reach with hands and arms. It requires the ability to lift files, open filing cabinets, and bend or stand on a stool as necessary.

DISCLAIMER/ASSOCIATE ACKNOWLEDGEMENT:

The above statements describe the general nature and level of work only. They are not an exhaustive list of all required responsibilities, duties, and skills. Other duties may be added, or this description can be amended at any time.

For applications and/or more information please contact:

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