

Job Title: Finance Manager
Department: Accounting
Reports to: Senior Finance Manager

Responsibilities:

- Serve as a key member of the corporate finance and accounting leadership team and ensure compliance with internal policies, controls, rules and regulations, and generally accepted accounting principles.
- Assist with accounting close cycle for assigned companies.
- Assist with preparation of journal entries and balance sheet reconciliations.
- Review journal entries, balance sheet reconciliations, and financial statements for completeness and accuracy.
- Provide detailed analysis and explanations on a monthly basis as part of the financial statement review.
- Ensure accounting transactions and tasks are completed timely and accurately.
- Approve purchase orders, invoices, and bank transactions within assigned authority.
- Manage accounts payable and accounts receivable for assigned companies.
- Assist with filing of required statutory reports and returns.
- Maintain fixed asset schedules and track capital expenditures for assigned companies.
- Analyze financial balances, summary reports, trial balances and other financial data.
- Manage, train, and mentor direct accounting and finance staff.
- Assist with the budgeting process for assigned companies.
- Assist with the implementation of the accounting policies and controls.
- Assist with internal and external audits for assigned companies. Liaise with internal and external auditors.
- Assist with forecasts, special projects, and analyses as assigned.
- Assist with special projects and perform other duties as assigned by the management.
- Establish and maintain a positive and effective working relationship with all departments, seek constructive solutions, always maintain confidentiality, and facilitate the success of others.
- **Travels to the different CAGE jurisdictions as requested to solve any problems/situation that arise.**
- **Travel may be short notice, so availability to travel on short notice is necessary.**
- **Visits the different CAGE venues at different times (morning, evening, night) as requested to address different situations.**

Qualification:

- 5+ years relevant experience in finance and accounting.
- Bachelor's degree in Accounting or Finance.
- Certified Public Accounting or MBA is preferred.
- Strong knowledge of general accounting principles and internal controls requirements and ability to research Financial Accounting Standards Board (FASB) and other accounting literature.
- Working knowledge of accounting and financial systems.
- Proficient in MS Office. Advanced Excel skills are required.
- Experience managing direct reports and ability to train and mentor team members.
- Ability to work independently and as part of the team in a fast-paced environment while managing multiple projects.
- Ability to manager assigned projects, processes, and priorities.
- Communication skills, interpersonal skills, and presentation skills that allow interactions with business partners.
- Problem solving skills that demonstrate critical and logical thinking to reach a solution.
- Analytical skills with high attention to detail.
- Great attitude, willingness to perform and get things done.

All interested candidates must submit their resumes at hr@cagepuertorico.com.