

Job Opportunity: Accountant**Pay: \$24,000.00 - \$26,000.00 per year****Job Type: Full-time****Work Location: In person (San Juan, PR)****Summary**

We are seeking a detail-oriented and experienced Accountant to join our dynamic team. This opportunity is with one of our clients in the construction industry, offering a professional and collaborative environment. The position is in person and based in San Juan, Puerto Rico. The ideal candidate will possess a strong background in various accounting practices and principles, including corporate and governmental accounting. This role requires proficiency in financial software and a solid understanding of GAAP standards.

Responsibilities

- Prepare and maintain financial statements in accordance with GAAP.
- Perform account reconciliations, including balance sheet and general ledger reconciliation.
- Manage accounts payable and receivable functions to ensure timely processing of invoices and payments.
- Conduct financial analysis, including cash flow analysis and forecasting to support strategic decision-making.
- Assist in budgeting processes and provide insights on budget variances.
- Prepare regulatory reports and ensure compliance with relevant regulations.
- Utilize accounting software such as QuickBooks, Sage, or Xero for efficient financial management.
- Mentor junior staff members in accounting practices and principles.
- Conduct audits to ensure accuracy of financial records and adherence to internal controls.
- Write and interpret financial reports for stakeholders to facilitate informed decision-making.

Requirements

- Bachelor's degree in accounting or finance; CPA designation is a plus.
- Strong knowledge of public accounting practices and regulatory compliance.
- Proficiency in Microsoft Excel for data analysis and reporting.
- Familiarity with accrual accounting, double entry bookkeeping, and journal entries.
- Experience in financial report writing and interpretation.
- Ability to perform payroll functions accurately and in compliance with laws.
- Strong analytical and organizational skills.
- Experience in private equity or corporate finance is desirable but not mandatory.

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Importante: Interesados pueden enviar su resumé actualizado a solimarl@humancapital-pr.com o llamar/escribir al 939-248-5338.