

Job Opportunity: Junior Accountant**Pay: \$25,000.00 - \$28,000.00 per year****Job Type: Full-time****Work Location: In person (San Juan, PR)****Job Summary**

We are seeking a detail-oriented and motivated Junior Accountant to join the finance team of a company dedicated to the administration of hotels and casinos. This is an excellent opportunity for recent graduates to begin their accounting career in a dynamic and supportive environment. The position is based in Santurce, Puerto Rico.

Duties

- Assist the Comptroller with the full accounting cycle.
- Prepare and maintain financial statements, ensuring accuracy and compliance with accounting standards.
- Support accounts for payable and receivable processes.
- Perform journal entries and account reconciliations.
- Assist in cash flow analysis and financial reporting.
- Collaborate on budgeting and forecasting activities.
- Participate in audits and regulatory reporting.
- Use Excel and accounting software for daily operations.

Skills

- Strong understanding of accounting principles and financial concepts.
- Proficiency in Microsoft Excel.
- Fully bilingual (Spanish and English).
- Excellent communication and analytical skills.
- Ability to work independently and as part of a team.

Qualifications

- Bachelor's degree in accounting (required).
- No prior experience required.

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