

Position: Accountant

Pay: From \$43,110.00 per year

Job description:

Job Summary:

The accountant is responsible for maintaining accurate financial records, preparation of monthly financial statements, and ensuring compliance with accounting standards and regulations. Reporting to the Chief Financial Officer (CFO), this role is vital in ensuring the financial integrity of the organization and providing support for financial decision-making.

Key Responsibilities:

Financial Recordkeeping:

- Maintain accurate and up-to-date financial records, including general ledger, journal entries, and account reconciliations.
- Process accounting documents such as invoices, receipts, and other financial transactions to ensure accurate posting.

Accounts Payable and Receivable:

- Perform monthly account reconciliations of both Accounts Payable and Receivable, ensuring that all transactions are accurately recorded, and discrepancies are resolved.
- Assist in the computation of the Allowance for doubtful accounts
- Monitor accounts receivable, ensuring timely collection of outstanding balances, and properly documenting transactions.

Financial Reporting:

- Prepare monthly, quarterly, and annual financial statements for review by the CFO.
- Prepare reports on budget performance, variance analysis, and financial trends for review by the CFO.
- Generate ad-hoc financial reports for internal stakeholders as requested by the CFO.

Bank Reconciliation:

- Perform regular bank reconciliations, ensuring that all transactions are accurately recorded, and discrepancies are resolved.
- Reconcile credit card statements and petty cash accounts monthly.

Compliance and Internal Controls:

- Ensure that financial transactions are recorded in compliance with accounting standards, company policies, and regulatory requirements.
- Assist in maintaining internal controls to safeguard financial assets and prevent errors or fraud.

Budgeting and Forecasting:

- Assist with budget preparation and financial forecasting, providing support in data collection and analysis for budget planning.
- Monitor actual expenses against budgeted amounts, providing variance reports to the CFO.

Tax Compliance and Filings:

- Assist in the preparation of tax returns and other statutory filings, under the guidance of the CFO.
- Ensure that tax-related documentation is accurately completed and submitted on time.

Audit Assistance:

- Provide necessary documentation and support during internal and external audits.
- Assist in preparing audit schedules, working papers, and addressing audit queries as required by the CFO.

Accounting Software Management:

- Maintain and update accounting software, ensuring the integrity and accuracy of financial data.
- Assist in generating financial reports from the accounting system as needed.

General Support:

- Provide general accounting support to the finance department and other departments as required.

- Assist in special accounting projects and process improvements as directed by the CFO.

Qualifications:

- **Education:** Bachelor's degree in accounting.
- **Experience:** 3-5 years of professional accounting experience. Previous experience in a similar role or industry is preferred.
- **Knowledge and Skills:**
 - Familiarity with accounting software systems (e.g., SAGE, Intacct).
 - Strong knowledge of accounting principles.
 - Proficiency in Microsoft Excel and other office software.
 - Detail-oriented with strong organizational and time management skills.
 - Strong analytical and problem-solving skills.
 - Good communication skills for interacting with the CFO, management, and other departments.

Job Type: Full-time

Benefits:

- 401(k)
- 401(k) matching
- Health insurance

Work Location: In person

La posición no requiere ser CPA sino poseer un bachillerato en Contabilidad. Incluyo en copia al CPA Luis Martínez, nuestro CFO, quien sería el supervisor de esta posición por si tiene alguna pregunta sobre las funciones de la posición.

Le agradecemos de antemano cualquier ayuda que nos pueda brindar para conseguir candidatos cualificados para la plaza.

Cordialmente,