

# Accounting Clerk

This position provides support to the Accounting and Finance Department by performing daily accounting tasks. These tasks are assigned to maintain the order and transparency of the company's finances and support the financial statements preparation and reporting.

## Responsibilities:

- Manages the accounts payable functions which mainly consists of vendors, invoice, and payments management regarding the company's financial commitments.
- Recognizes daily cash transactions in the general ledger.
- Supports the accounts receivable functions by registering and sending invoices to clients that are not part of the monthly close.
- Recognizes and monitors the recurrent expenses and accruals.
- Performs monthly reconciliations for expense accrual accounts and the accounts payable aging.
- Assists in some yearly tax procedures, such as, the vendor informative (480's) preparation.
- Assists in the yearly audit procedures by compiling audit evidence for auditors.
- Assists with other accounting projects as they may arise.

## Minimum requirements:

- Bachelor's Degree in accounting.
- Minimum 1 year experience in the field.
- Minimum 1 year in experience in Accounting software.

Send your resume to :  
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