

Junior Accountant - Arg

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Company: VargasAndrews

Location: Buenos Aires

Category: computer-and-mathematical

Note before application:

Please attach an English version of your CV.

The entire recruitment process will be communicated in English.

This is a full-time contractor role.

This role is available in the PH, and Latam

The salary range is between US \$1,200.00 - \$1,400.00

Start date is January 2024

Company Overview:

VargasAndrews is an international professional services firm specializing in business transformations and turnarounds.

To put it succinctly, we exist to transform lives. We passionately embody our values and our mission every day. We believe in 1) Teamwork and Comradery, 2) Hiring and Developing the Best, 3) Agility and Lean Thinking, 4) Customer Obsession, 5) Curiosity and Systemization, and 6) Ownership and Accountability

A lot of companies use their mission, vision, and values as a poster, the difference is we live them. We are a why organization, not a what organization. It is not what we do, it's why we do it that gets us out of bed every morning.

Our vision is to become an international market leader in business transformations.

Summary of Primary Job Responsibilities

Post and process journal entries to ensure all business transactions are recorded.

Update accounts receivable and issue invoices.

Update accounts payable, vendor management, and performs reconciliations.

Prepare bank reconciliations.

Prepare Balance Sheet reconciliations and month-end required reports.

Payroll-related tasks such as schedule preparation, monthly or bi-weekly computations, deductions and additions related to the payroll and all other tasks as necessary.

Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines.

Update financial data in databases to ensure that information will be accurate and immediately available when needed.

Prepare and submit weekly/monthly reports.

Assist senior accountants in the preparation of monthly/yearly closings.

Assist with other accounting projects

Update financial data in databases, including the recording of accruals and prepayments, ensuring that information is readily available when needed for financial analysis and reporting.

Assist senior accountants in the preparation of monthly/yearly closings.

Assist with other accounting projects as necessary

Skills and Qualifications:

Bachelor's Degree in Accounting

Specialization in finance (Especialización en finanzas) or foreign trade

(Comercio Exterior)

C1 or Advanced English language proficiency level

2-3 years of accounting work experience

Analytical mind with strong conceptual and problem-solving skills

Meticulous attention to detail with superb organizational skills

Excellent report writing, communication, and knowledge of computer applications related to the work

Has advanced competency in Microsoft Office and Accounting software packages i.e. QuickBooks, NetSuite, Excel skills, and any other accounting software

Ability to stay focused on what needs to be done & never lose sight of the end goal.

Critical thinker with high proficiency in math

Ability to work independently and as part of a team

Ability to follow Pacific Standard Time

Essential Functions:

50% - Post and process journal entries to ensure all business transactions are recorded. Update accounts receivable and issue invoices. Update accounts payable and performs reconciliations. Prepare and submit weekly/monthly reports. Assist in the processing of balance sheets, income statements, and other financial statements according to legal and company accounting and financial guidelines

25% - Update financial data in databases to ensure that information will be accurate and immediately available when needed. Assist senior accountants in the preparation of monthly/yearly closings. Assists with other accounting projects

10% - Accounting process improvement tasks in coordination with the Senior Accountant and Fractional Controller

15% - Other accounting tasks- invoicing, billing, taxes, compliance etc. With the

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