

## Staff Accountant

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Company: Fortrea

Location: Buenos Aires

Category: other-general

As a leading global contract research organization (CRO) with a passion for scientific rigor and decades of clinical development experience, Fortrea provides pharmaceutical, biotechnology, and medical device customers a wide range of clinical development, patient access and technology solutions across more than 20 therapeutic areas. With over 19,000 staff conducting operations in more than 90 countries, Fortrea is transforming drug and device development for partners and patients across the globe.

The statements below reflect the general responsibilities and requirements of the identified position but may not describe all the work requirements that may be inherent in the job.

### **Job Summary:**

Take responsibility for accurate recording and reporting finance function.

Support colleagues in dealing with finance issues.

Assist in finance responsibilities as assigned by supervisor.

### **Job Duties:**

ARGENTINA

ACCOUNTING AND REPORTING

Accounting invoices and corresponding payments into local system.

Performing entries in the General Ledger.

Participating in the reports to Princeton.

Prepare account reconciliations.

Prepare SEC reports on a quarterly basis.

#### PAYMENTS

Issuing checks and coordinating payments to external parties.

Loading Buenos Aires office payments and pre-formats in the bank.

Payment of taxes, corporate card, expense reports for employees, etc

Be the contact person for some specific vendors.

#### OTHER

Participate in other activities required by management.

Preparation of schedules, scanning documentation and report them to USA.

#### OTHER LATIN AMERICAN COUNTRIES AND US/CANADA

#### REPORTING

Loading monthly reports of LA countries in USA System.

Compiling local system information and loading it into PS.

Prepare SEC reports on a quarterly basis.

#### PAYMENTS AND COLLECTION

Processing expense report for LA staff.

Preparation of schedules in the LA following corporate policies.

#### CASH MANAGEMENT

Perform forecasts and follow up cash necessities with external consultants.

Be in communication with Treasury in USA for any treasury requirement.

#### INVOICING and COLLECTION

Reviewing and preparing collection forms.

#### OTHER

Participate in other activities required by management.

#### II. Experience Required:

- Understanding of finance and accounting processes
- Good organizational and time management skills
- Good communication skills, oral and written
- Exhibit general computer literacy
- Works efficiently and effectively in a matrix environment
- Fluent in local office language and in English, both written and verbal

#### Preferred:

- **3+ years** of experience in a related field, (i.e., accounting, finance, AP; invoicing and

collection, etc)

### III. Education/Qualifications/Certifications and Licenses

Required:

- **Accountant degree**
- **Advanced English**

Fortrea is actively seeking motivated problem-solvers and creative thinkers who share our passion for overcoming barriers in clinical trials. Our unwavering commitment is to revolutionize the development process, ensuring the swift delivery of life-changing ideas and therapies to patients in need. Join our exceptional team and embrace a collaborative workspace where personal growth is nurtured, enabling you to make a meaningful global impact.

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