



## POSITION – INTERMEDIATE ACCOUNTANT

<b>Position Title</b>	<b>Department</b>
Semi-Senior Accountant	Bookkeeping
<b>Employment Status</b>	<b>Effective Date</b>
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	Immediately

### **Schedule:**

Flexible working hours, with a basic 44-hour workweek from 8:30 AM – 6:00 PM (EST), Monday to Friday. (Saturdays occasionally).

### **Benefits:**

- Annual Vacation: Starting from the first year of collaboration with the company, the contractor will be entitled to 14 days of paid vacation annually.
- Public Holidays: Public holidays are assigned and managed annually based on tax filing deadlines.
- Double Salary: At the end of the year, a prorated double salary will be provided to the contractor, calculated based on the time worked during the fiscal year. This benefit is provided as recognition for the contractor's effort and dedication throughout the year.
- Overtime Hours: Hours exceeding forty-four (44) hours per week will be paid, provided they are not related to an additional project expressly requested by a client. Overtime and/or nighttime hours must be approved in advance by your supervisor.

**Salary Range:** Between USD \$700 and USD \$900.00 per month

### **Job Description:**

Intermediate Accountant will be responsible for managing an assigned portfolio of clients, providing personalized accounting advice, updating clients' accounting and tax records, and leading the preparation of monthly, quarterly, and annual financial statements. This position requires hands-on experience, an organized and autonomous approach, and a solid understanding of current tax and accounting regulations.

### **Essential duties and responsibilities**

Essential functions include, but are not limited to, the following:

- Manage a portfolio of clients, acting as the main point of contact and ensuring their accounting records are updated.
- Prepare and record accounting entries related to assets, liabilities, income, and expenses by gathering and analyzing account information.
- Perform bank reconciliations, account analysis, and ensure the accurate recording of income, costs, and expenses.
- Prepare monthly, quarterly, and annual financial statements for clients in various sectors.
- Provide support and documentation during internal and external audits.
- Prepare balance sheets, profit and loss statements, and other financial documents.
- Assist in generating financial reports for strategic decision-making.



- Oversee the correct operation of the general ledger, ensuring its balance by verifying, recording, and resolving discrepancies.
- Protect financial information through backups and ensure data confidentiality.
- Ensure compliance with current accounting and tax regulations.
- Perform other related tasks within the accounting department as assigned.

**Minimum Qualifications (knowledge, skills, and abilities)**

- Intermediate or advanced English.
- Bachelor's degree in accounting or a related field.
- Minimum of 2-3 years of experience in similar roles.
- Solid knowledge of applicable tax and accounting regulations.
- Advanced proficiency in accounting software – QuickBooks.
- Advanced Excel skills (pivot tables, formulas, data analysis).
- Excellent analytical skills and attention to detail.
- Ability to manage multiple tasks and work under pressure.