



## **JOB DESCRIPTION**

### **Accounting Associate**

#### **Job Summary:**

This position is responsible for the support in accounting activities.

#### **Principal duties and tasks:**

- Invoice review/check (related to purchasing)
- Invoice review/check/book for large reoccurring invoices
- Management of vendor payments
- Multiple journal entries
- Control of travel expenses
- Support in Budgeting processes
- Support in Financial audit
- Support for Financial Statements preparation
- Cooperate with Account receivable in invoicing matters

#### **Qualifications:**

- Bachelor's degree in Accounting and/or Finance.
- Advanced English level.
- Advanced Excel Skills
- ERP: SAP FI, Modules AP, GL, Fixed Assets
- Knowledge of last Electronic accounting regulation
- Income tax prepayment, annual income tax, DIM, DIOT, IMSS payment, payroll taxes
- Able to work under pressure and tight deadlines
- Ability to arrange and process information and data in a certain order or pattern according to a specific rule or set of procedures
- Attention to details – Ability to identify inconsistencies or irregularities through routine paperwork procedure
- Ability to accurately and thoroughly enter, record, and maintain information and data
- Integrity – Job requires appropriate handling of confidential, sensitive information
- Analytical skill to identify the underlying reasons or facts by breaking down information or data into separate parts
- Ability to organize and prioritize
- Responsible
- Great attitude

#### **Typical Experience:**

3 + years of experience in general accounting and taxes

#### **Reports to:**

Administration Manager