

# Colombia Jobs Expertini®

18066496648 - (LatAm) Bookkeeper

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Company: Support Shepherd

Location: Bogotá

Category: office-and-administrative-support

**Position**(LatAm) Bookkeeper

**Working Hours**9am-5pm Mountain Time

**Holidays**TBD

**Salary Range**1,600 to 1,700 USD Monthly

**Type of contract**Independent contractor.

## Scope of the Role

We're looking for a quality bookkeeper with accrual accounting experience. We're a subcontractor, and payment terms are typically net 30. We'd like someone to handle payroll, bookkeeping, AP/AR, collections, prepare and file reports, etc.

## Duties and responsibilities:

We're looking for a quality bookkeeper with accrual accounting experience.

We'd like someone to handle payroll, bookkeeping, AP/AR, collections,

Prepare and file reports, etc. If they have extra time, it would be great if they could help manage email as well.

Certified payroll

## Requirements

3-5 years of experience

Quickbooks online experience

Excel proficiency

G suite & Office proficiency

Ability to meet via virtual call

A high working level of English proficiency is important

Candidates must be familiar with Davis Bacon reporting! These are a set of accounting rules that needs to be followed when the money you are receiving as a business is from federally funded or assisted projects

### **Standout Candidate:**

**Accrual Accounting Experience:** A solid understanding of accrual accounting principles is essential for this role.

**Certified Payroll and Reporting Familiarity:** Familiarity with certified payroll processes and specific reporting requirements, especially for federally funded or assisted projects, is crucial.

**Experience and Proficiency:** Candidates should ideally have 3-5 years of relevant experience in bookkeeping, payroll, AP/AR, and collections. Proficiency in Quickbooks Online, Excel, G Suite, and Office Suite is necessary.

**Attention to Detail:** Given the responsibilities involved, meticulous attention to detail is paramount to ensure accuracy in payroll, bookkeeping, and reporting.

**Communication Skills:** Strong English proficiency is vital for effective communication, especially since the role may involve managing email correspondence.

**Organizational Skills:** The ability to efficiently handle multiple tasks, prioritize workload, and meet deadlines is essential in this dynamic environment.

**Adaptability and Initiative:** Candidates who can adapt to changing priorities and take initiative to streamline processes or suggest improvements would be highly valued.

**Customer Service Orientation:** A commitment to providing excellent service and ensuring customer satisfaction is important.

**Virtual Communication Skills** Proficiency in virtual communication tools and professionalism in virtual interactions are necessary, given the requirement for virtual meetings.

**Ethical Conduct** Integrity and trustworthiness are fundamental values for this role, requiring ethical conduct in handling financial matters and sensitive information.

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