

Colombia Jobs Expertini®

Accountant

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Company: 2 Brothers Moving & Delivery

Location: Bogotá

Category: business-and-financial-operations

<https://www.2brothersmoving.net/join-us/> Who we are: At 2 Brothers Moving & Delivery our mission is to remove the pain from relocation for Portlanders and beyond. Our company understands that our growth and success stems directly from our people. We understand that by hiring A-players that are not only passionate about their position but also invested in our company as a whole creates an incredible formula for a thriving organization. 2 Brothers empowers people to grow in our values as leaders who serve, who create life-long relationships, dig deep and challenge the status quo, all while having fun doing it. No industry revolution springs from individuals either. It takes an entire team united behind something big. Together, we work hard, we laugh a lot, we brainstorm nonstop, we use hundreds of Post-Its a week, and we give the best high-fives in town. ----- 2 Brothers Moving & Delivery has an opportunity for a part-time (25hrs per week) Full Charge Accountant skilled in QuickBooks & Payroll. As the Accountant you'll manage the company finances and run everything from getting our employees paychecks to keeping our reports in line for taxes. This position is full-time and has a flexible schedule available during normal business hours of 7am - 6pm Pacific Time. Role (duties): This role will be asked to do the following functions on a regular basis: Payroll & Benefits Admin (20%) - Verify timesheet policy compliance, prepare bi-weekly payroll, prepare unscheduled payroll checks & reimbursements as needed, manage PTO banks and benefit deductions. Accounts Payable (10%) - Manage department expense approvals, management bill payment system, audit benefit bills for accuracy Accounts Receivable (10%) - Reconcile credit card payments, prepare and audit bank deposits, audit administrative staff receipt processing, , perform light

collections activities Reconciliation (20%) - Enter bank, credit and loan transactions and maintain the balance sheet. Reporting & Budgeting (20%) - Prepare regular P&L and budget reports, manage department budgets and facilitate the monthly budget meeting, prepare agency-specific financial reports/audits, prepare year-end tax reports and W2/1099's. Inter-Departmental Support (10%) - Provide backup support to the operations and client services teams. Organizational Development (10%) - Identify new opportunities to better serve our customers & team, provide support to company-wide initiatives and strategies, act as a primary member of the management team and support person to the CEO with an emphasis on strategic decision making for the company, present quarterly on departmental progress and metrics. This role reports directly to the CEO. The work environment: The remote office team works side by side with our team located in Portland Oregon. Team meetings via zoom and regular contact with our crews will be emphasized. Goal posts: The ideal Bookkeeper will play an instrumental role in taking our office flow and organization to the next level, they will: Successfully transition the company to a new payroll processor. Collect on all outstanding debts or send to collections Successfully take over all bookkeeping and administrative functions from the CEO so he can focus on more CEO'ish things Partner with our department managers to create a customized budget report for each department and budget meeting rhythm to provide insight into decision making and spending. Qualifications: A qualified candidate for this role will exhibit the following: A minimum of 2 years of experience as a full charge bookkeeper using Quickbooks including payroll Demonstrated experience and desire to be a key contributor to confidential collaboration and decision making at the executive level Exceptional attention to detail with a high level of accountability to accuracy and consistency within the organizations' process flow. Verifiable references from supervisors within the past 3 years including the most recent employer. Must be able to speak and write at a C1 English level or better Meets all company work from home requirements including a dedicated workspace not within a common area, a desk & chair, headset and computer with separate monitor and webcam. Compensation: Compensation of \$600 - \$900 USD per month depending on experience Powered by JazzHR

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