

Accountant

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Company: Uplift People Consulting

Location: Bogotá

Category: business-and-financial-operations

Our client is a global financial services company that provides financial and tax consultancy for local and international businesses.

We are looking for an experienced **CPA (SMMM)** for their growing organization.

Requirements

Job Responsibilities:

Support client onboarding process for all assigned client engagements in accordance with defined process.

Execute, as applicable, processes related to accounts payable and accounts receivable management, bookkeeping entries, closing the books monthly, as well as preparing financial reporting and analysis. May also include payroll and special projects as assigned.

Demonstrate a thorough understanding of professional accounting and bookkeeping practices such as preparing Depreciation Schedules, Sales Journal, and preparing Sales Tax Returns, Review and reconciling Payroll Records and Employment Tax Returns.

Perform regular, detailed audits to ensure accuracy in financial documents, expenditures, and investments.

Forecast revenue and analyze profit margins.

Oversee ledger reconciliation and manage accounts payable/receivable.

Prepare and file Corporate and Individual Income Tax Returns (i.e., prepare annual

1099's, annual corporate and individual tax).

Assess and research difficult tax issues to identify solutions.

Assist with research projects and preparation of financial reports as needed.

Perform other related duties as may be requested by the top management.

Candidate Requirements:

Have a bachelor's degree in related fields such as accounting, finance, economics, business, etc., master's degree a plus.

Similar experience in bookkeeping and accounting.

USGAAP experience is a big plus.

Familiarity with UltraTax software is a big plus.

Have extensive knowledge and experience in Microsoft Office applications, especially Excel.

Experience with Accounting Software Systems is a big plus.

Excellent written and verbal communication skills in Business English.

Ability to conduct sophisticated and creative analysis of complex data.

Highly dedicated and committed to pursuing a career focusing on accounting and tax.

Have a quantitative and analytical mindset.

Excellent cross-group collaboration skills.

Highly organized, have multi-tasking skills, and ability to operate in ambiguous environments.

Ability to prioritize and multi-task in a fast-paced work environment.

Attention to detail and ability to follow standard procedures required.

Eager to learn more about US Accounting Systems.

This position will work in a fully-remote, home office set up

Work hours will be based on US TIME ZONES

Traveling might be required

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