

Colombia Jobs Expertini®

Accountant F/M/X

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Company: Mantu

Location: Colombia

Category: business-and-financial-operations

Job description

We are looking for our a dynamic person to grow our **Administrative & Finance Team**.

You will support different processes through your expertise/knowledge as an **Accountant**

Your main responsibilities:

Bank reconciliation and bookkeeping

Update accounts receivable / issue invoices / perform reconciliation

Update accounts payable and perform reconciliation

Update expenses and validate them, ensure their compliance

Qualifications:

At least 2 years of experience with Accounting (Northamerican accounting is a plus).

Fluent in English .

High attention to detail and accuracy; taking the initiative and demonstrating autonomy.

Based in Medellin or open to relocate there.

Mastery of generative AI such as ChatGPT or Poe.com is a plus for improving day-to-day productivity

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