

Colombia Jobs Expertini®

Accounting & Administration Specialist | Bookkeeper - Work From Home - Indefinite Contract

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Company: FiltaGlobal

Location: Colombia

Category: business-and-financial-operations

Join this pioneering USA, AI, and tech company who are focused on making online shopping better for retailers and consumers. Work from home with pre-paid and dental health insurance under an indefinite contract. Your workstation needs to be set up in a safe and secure location at home with stable and reliable internet. The salary range is 4M to 4.8M COP monthly. 11:00 am to 7:00 pm Colombian Time. Monday to Friday. Colombian holidays will be off and required to work during American holidays. Our Company Benefits and Perks: An indefinite contract that includes all the government benefits. 15 Vacation leaves per year. Private Healthcare with Dental insurance for you and one dependent within the 1st Month. 13th month Bonus About the Role Reporting to the US-based Manager and working with other Colombians, your role is diverse including invoicing, payment processing, inventory tracking, and administrative support to the executive team. Your day-to-day responsibilities will include Utilize QuickBooks for financial tasks including reconciliation, journal entries, and processing payments, while managing invoicing for key partners and coordinating contractor payments. Compile and analyze sales and cost data, generating reports for cobranding partners and aiding in strategic planning through detailed financial tracking. Oversee product database management, conducting brand research, ensuring data accuracy, and regularly updating product information. Provide comprehensive administrative support to the CEO, managing emails, prioritizing communications, and coordinating schedules and meetings. Ensure rigorous inventory management and financial record-keeping, supporting strategic decisions and maintaining accurate financial standings. To be successful

in the role Proven experience in accounting and bookkeeping, with proficiency in QuickBooks. Experience working with US companies. Excellent data management and analytical abilities. Effective English communication skills, both written and verbal. Proficient in Microsoft Office suite. Nice to Have Knowledge of GAAP accounting principles is a plus. What's Next? Click to Apply, add your CV, and fill in the questionnaire to start your application journey. As this is an urgent requirement, if you want to fast-track your application, please email Carolina Anduquia at carolina@filitaglobal.com Please note you must be a Colombian citizen and submit your application in English. Powered by JazzHR

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