

Colombia Jobs Expertini®

Accounting Assistant

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Company: Snaphunt

Location: Colombia

Category: office-and-administrative-support

The Offer

Fantastic work culture

Leadership Role

Opportunity to make a positive impact

The Job

Your responsibilities will include:

Import bank statements / Paypal statements into Xero on a weekly basis.

Code and record weekly transactions for all clients in Xero.

Complete bank reconciliations.

Prepare a packet of supporting statements and reports for the Staff Accountant.

Ensure all accounting processes are streamlined and automated as much as possible.

Answer client questions or facilitate finding the answers.

The Profile

Solid Understanding of accrual based accounting.

Understanding of Xero software.

Extreme attention to detail and ability to adhere to instructions.

Experience in the e-commerce space preferred.

The Employer

Our client is a cloud-based, 100% paperless, innovative CPA firm focused on bringing value to e-commerce businesses through smart tax strategies and transparent accounting. Our clients are killing it on Amazon, Shopify, and more.

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