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Accounting Associate

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Company: Agility Talent, LLC

Location: Puerto Rico

Category: office-and-administrative-support

Full Time and Hybrid (2-3 days in Santurce, PR office)

About our client: Our client is a 50-person Real Estate investment firm with offices across Chicago, New York and Puerto Rico. They focus on multi-family residential real estate development, acquisitions, asset and property management, leasing and corporate real estate services in up-and-coming Chicago neighborhoods. The Company has developed, owned or managed more than 3000 multi-family apartment units valued in excess of \$300 million.

About the position: Our client is looking for a tech savvy Accounting Associate to work full time in Puerto Rico with AppFolio (preferred) software experience to assist with basic accounting tasks.

Responsibilities:

Accurately perform daily reconciliations of cash, check and credit card transactions, and tally and file invoices. There are currently over 50+ cash accounts to reconcile every month

Develop monthly financial statements that include cash flow, profit and loss statements, and balance sheets

Work closely with Controller to handle tax documents

Facilitate the timely completion of reporting and bookkeeping to keep investor reporting up to date

Prepare vendor bills for Controller sign off and approval; pay approved vendor bills

Complete ad hoc accounting related special projects as needed

Working Hours: 9:00am -5:00pm CST. Office in Santurce, PR. Requirement to work in office 2-3 days/week and the other days work remotely

Ideal Qualifications:

Bachelors degree in accounting or related (essential)

Certified Professional Accountant (CPA) certificate or MBA in Accounting (advantageous)

Minimum 1 year of accounting work experience (essential)

Sound understanding of accounting and financial reporting principles and practices

Analytical mind with strong conceptual and problem-solving skills

Meticulous attention to detail with the superb organizational skills

Ability to work under pressure and meet tight deadlines

Critical thinker with a high proficiency in math

Ability to work independently and as part of a team

Excellent report writing, communication and IT skills

Advanced competency in Microsoft Office and Accounting software packages

Needs little handholding and looking to join a high growth firm

Benefits: You will be part of a dynamic team and have the privilege to work for a company that is building the infrastructure of the future. They offer a competitive compensation package and bonus, flexible working environment, comprehensive health, generous PTO, happy hours, parties, and events to insert joy into the workflow, and most importantly, great people, growing market, and a real opportunity for success.

Apply For This Position

Your Name (required)

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What are you looking for? Any additional information we should know? Recommendations?

We want to know to better assist you.

#J-18808-Ljbffr

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