

Colombia Jobs Expertini®

Accounts Payable Analyst

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Company: Laborintos

Location: Bogotá

Category: other-general

Contamos con un equipo sólido y robusto de consultores especializados en búsqueda y selección de personal, así como en consultoría en diversos temas asociado al Talento Humano en múltiples sectores y países, garantizando de esta manera la prestación de un servicio oportuno y resolutivo a cada una de las empresas que nos confían la selección y/o el entrenamiento de sus profesionales.

Actualmente sumamos más de 10 años de experiencia en el manejo de procesos, tanto individuales como masivos, a nivel local y regional.

We're looking for an accounts payable analysts for a United States Real estate boutique firm.

As an Accounts Payable Analyst, you will be responsible for providing financial, administrative, and clerical service support to the accounting team including processing and monitoring payments and expenditures.

Additional, you will be responsible for providing support in a timely, effective, and efficient manner to ensure that company finances are accurate and up to date.

As well, you will ensure that vendors, staff and/or residents are paid in a timely and appropriate manner.

KEY RESPONSIBILITIES

Prepare batches of invoices for data entry; data enters invoices for payment; process backup reports after data entry, Process invoices, payments, and check requests

Manage the weekly check run process as well as additional check requests as necessary

Receive and verifies invoices and requisitions for goods and services

Conduct vendor account reconciliations, Purchase Order/Voucher processing including creating P.O.s for credit memos

Prepare coding of invoices and/or ensure the accuracy utilizing the appropriate general ledger codes

Verify that transactions comply with financial policies and procedures

Contract Maintenance including ensuring that the contracts are paid as defined per the agreement.

Responsible for ensuring the accuracy of A/P Aging Report

Assist with client reporting as required

Ensure month-end closing process is done timely and accurately

Responsible for finding ways for the property/company to save money through the accounts payable process

Report areas of improvement or recommendations on implementation and enforcement, and create, implement and enforce proper internal controls.

EDUCATION

College diploma and/or equivalent in accounting or related field.

EXPERIENCE

2+ years of experience is required.

KNOWLEDGE/SKILLS

Fluency in Spanish and English required.

Knowledge of office administration and bookkeeping procedures knowledge of accounts payable and maintaining general ledgers.

Position is in Bogotá, Colombia.

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