

## Bookkeeping Specialist

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Company: Connect2BPO

Location: Barranquilla

Category: other-general

### **Job Title: Bookkeeping Specialist**

Connect2BPO is seeking a skilled and experienced Bookkeeping Specialist to join our team. As a Bookkeeping Specialist, you will be responsible for a range of tasks including data entry, property management support, and handling phone calls related to bookkeeping duties.

### **Key Responsibilities:**

Accurate and timely data entry for financial records and transactions.

Assistance with property management tasks such as lease administration and rent collection.

Handling incoming phone calls and addressing inquiries related to bookkeeping matters.

### **Requirements:**

English B2+

Minimum of 3 years of experience in bookkeeping or related roles.

Strong attention to detail and accuracy in data entry.

Excellent communication and organizational skills.

Knowledge of Rent Manager or similar property management software is a plus.

### **Conditions:**

Salary: \$2.500.000 - \$3.000.000

Full-time position, Monday to Friday.

On-site work location.

Full time position.

If you meet these qualifications and are looking to contribute your expertise to a dynamic team, we encourage you to apply for the Bookkeeping Specialist position at Connect2BPO. Join us in delivering top-notch services to our clients while advancing your career in the process.

#J-18808-Ljbffr

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