

# Colombia Jobs Expertini®

## Finance Associate – Accountant & Payroll Support

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Company: EMAPTA

Location: Usaquen

Category: management

The Challenge: Tackle the complexities of financial management, drive strategic decision-making, and ensure compliance in an ever-evolving landscape. Are you our team's new Finance Associate Accountant & Payroll Support? When you join our team, you will play a crucial role in maintaining the integrity of our financial processes, driving our mission to redefine the outsourcing industry. You'll be at the forefront of industry evolution, tasked with optimizing payroll operations and ensuring seamless compliance to drive transformative change. Your expertise in the field will be pivotal in shaping our direction and propelling us towards success. Are you ready to unleash your creativity and expertise to redefine the outsourcing landscape? Join us and be the driving force behind our industry-leading solutions. Employment Type: Indefinite Term Contract Shift: Monday to Friday, 8:00 am - 5:00 pm Work Setup: Onsite, Bogot and Medellin Can you face the challenge? Heres what you will do in this role: Accounting Functions: Must possess complete information regarding the financial policies and facilities provided to customers. Responsible for having a complete overview of plans developed by the finance department, client records, corresponding investments, interest rates, and facilities. Plays an important professional role in determining weekly, monthly, and annual budgets and at audit meetings. Requires keeping reports of all financial documents and accounting records and maintaining them within Emapta's secure data storage such that they can be referred to whenever required. Must also ensure that all documentation is authentic and contains proper and complete details. Acts as the company representative in dealing with external agents of the company such as stakeholders, clients, external parties such as creditors, banks, government agencies, company consultants, and other organizations.

Ensures all payments are made correctly and with the correct authorization (approved PO), evidence of receipt, invoice, or delivery slip, and Accounts Payable stamp. Maintains Accounts Payable and Accounts Receivable ledger up to date. Verifies prices, quantities, and extensions against purchase orders as required and initials the invoice when verified. Guarantees compliance with the company's tax obligations. Reviews tax returns to ensure proper filing. Provides financial advice to senior management on strategic decisions. Collaborates on short and long-term financial planning. Stays updated on changes in accounting and tax regulations. Ensures that the company complies with all local financial regulations. Payroll Functions: Ensures compliance with local, state, and federal government reporting requirements and tax filings for Colombia. Processes bi-weekly payroll for our employees in Colombia, including tax computation, benefits, and deductions. Calculates, reviews, and files the company's monthly social security information. Works collaboratively with the People & Culture Team (HR) to align payroll processing with employee records, salary increases, timekeeping, new hires, and attrition. Addresses and resolves any inquiries or discrepancies related to Payroll. Implements improvements to payroll systems and procedures. Provides support during internal and external audits. Engages in continuous knowledge development regarding the sectors rules, regulations, best practices, tools, and techniques. Are you qualified? Heres what you need! Fundamental knowledge of accounting with a degree in accounting and CPA qualifications. Proficiency in Microsoft Office Suite software. Working knowledge of Excel is a must, as well as a solid mathematical aptitude and well-developed problem-solving skills. Strong interpersonal and relationship-building skills to collaborate with cross-functional teams, negotiate for resources, and influence stakeholders. Excellent written and verbal communication skills in English to prepare and deliver reports, invoices, and effective presentations, and to provide excellent customer service. Flexibility and willingness to assist other departments if needed. Demonstrated ability to multitask and work under tight deadlines and pressure without compromising quality and attention to detail. Highest level of integrity and transparency. Trustworthy and discreet when dealing with confidential information. Excited Yet? Check out these perks we have to offer!

5 Days work week  
Prepaid medicine  
Work-Items (laptop, mouse, and headset)  
Indefinite term type contract  
5 extra days of vacation leave (20 in total) that could be monetized.  
Direct exposure to our clients  
Career growth opportunities  
Diverse and supportive work environment  
Prime Office Locations - Bogot and Medellin  
Upskilling: Emapta Academy  
Why We Stand Out Among the Rest!: At Emapta Latam, you're not just joining an industry-leading

outsourcing provider; you're becoming part of a community that celebrates the rich cultural tapestry of Colombia. Our track record of success and diverse international clientele across various industries provide a solid foundation for your career. With over 700 global partners preferring to open remote jobs in the country, our vision is to help you and thousands more Colombians reach your full potential and dreams without the need to leave the country and work abroad. Join forces with passionate professionals who share the desire to make a meaningful impact through premium global opportunities, all at your fingertips. Emapta isn't just a company; it's a community that values the balance between work and life. Start a truly exciting journey with us and discover how your talent can flourish in a setting that celebrates the spirit of Latin America. At Emapta, you work directly with respected executives and international teams, in a fully transparent manner which positions you for continued career growth. Tim Vorbach, CEO #EmaptaExperience

· Having the fundamental knowledge of accounting with degree in accounting and CPA qualifications Knowledge of Microsoft Office Suite software Working knowledge of Excel is a must as well as a solid mathematical aptitude and well-developed problem-solving skills. Strong interpersonal and relationship-building skills to work with cross-functional teams, negotiate for resources and influence stakeholders, and to gain acceptance of and commitment to plans, ideas, and initiatives. Excellent written and verbal communication skills in English to prepare and deliver reports, invoices, effective presentations, and excellent customer service. Strong interpersonal and relationship-building skills to work with cross-functional teams, negotiate for resources and influence stakeholders, and to gain acceptance of and commitment to plans, ideas, and initiatives. Ability to be flexible and willing to assist other departments if needed. Demonstrate the ability to multitask Ability to work under tight deadlines and pressure without losing quality and attention to detail. Highest level of integrity and transparency. Trustworthy and discreet when dealing with confidential information.

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