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Jr. Accountant

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Company: DPV Transportation Worldwide

Location: Medellin

Category: business-and-financial-operations

Job Title: Junior Accountant DPV Transportation About DPV Transportation: DPV

Transportation is a leading provider of transportation solutions in the USA, specializing in corporate shuttle services. With a commitment to excellence and customer satisfaction, we offer a range of services tailored to meet our clients' needs. Position Overview: DPV

Transportation is seeking a detail-oriented and motivated Junior Accountant to join our finance team. The Junior Accountant will play a key role in supporting the accounting department with various financial tasks, including accounts payable, accounts receivable, and general ledger maintenance. This position offers an excellent opportunity for professional growth and development in a dynamic and fast-paced environment. Key Responsibilities: -

Assist with accounts payable processes, including invoice processing, payment processing, and vendor communication. - Support accounts receivable activities, including invoicing, billing, and collections. - Reconcile bank statements and credit card statements on a monthly basis. - Assist with month-end and year-end close procedures, including journal entries and account reconciliations. - Maintain accurate and up-to-date financial records in compliance with company policies and procedures. - Assist with the preparation of financial reports and analysis as needed. - Collaborate with other departments to resolve accounting-related issues and discrepancies. - Assist with ad-hoc projects and tasks as assigned by management. Qualifications: - Bachelor's degree in Accounting, Finance, or a related field. - Must be able to speak, read, and write in English perfectly - Must have at least 2 years experience with USGAAP - 1-2 years of experience in accounting or finance roles preferred. - Strong attention to detail and accuracy in data entry and financial analysis. -

Proficiency in Microsoft Excel and other accounting software. - Excellent organizational and time management skills, with the ability to prioritize tasks and meet deadlines. - Strong communication and interpersonal skills, with the ability to work effectively in a team environment. - Ability to maintain confidentiality of sensitive financial information. Benefits: - Competitive salary commensurate with experience. - You will be responsible to pay for all your own benefits Salary: \$3Mil COP - \$4Mil COP Powered by JazzHR

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