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Manager, Finance & Ops.

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Company: DeSimone

Location: Medellín

Category: other-general

Post

Manager, Finance & Ops.

Job CategoryAccounting **Requisition Number**MANAG001241 [Apply now](#)

Posting Details

Posted: February 20, 2024

Full-Time

Locations

Showing 1 location Medellín

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Medellin, CO 12345, COL

Medellin

Calle 3 sur #43A-52

Oficina 1602

Medellin, CO 12345, COL

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Job Details

Description

Duties/Responsibilities:

Manage office operations, including reception, supplies, coffee, kitchen duties, record

management, purchasing, scheduling, travel arrangements, mail, and deliveries.

Serve as back up for administrative functions.

Manage / organize daily physical activity time, in the office.

Be involved in special projects including strategic planning and creation/implementation of improved systems for office operations.

Be responsible for effective document management and record keeping for the Colombia office.

Contribute to positive working relationships and act as facilitator within the team.

Be the main point of contact for new hires, onboarding and first day tasks.

Applies financial processes and tools, processes involving financial flows and transactions, local legal and International Financial Reporting Standards (IFRS).

Applies specific finance and transactional knowledge in key finance processes.

Supports the definition of the accounting structure and principles for general accounting and other financial and administrative transactions.

Maintain accurate and up-to-date daily records of financial transactions.

Reconcile bank accounts and credit card statements on a daily basis.

Manage cash flow and forecasting.

Assist with month-end and year-end close processes and general ledger maintenance.

Work with tax accountants and auditors.

Ensure compliance with all accounting policies and procedures and reporting obligations.

This job requires an awareness of any potential compliance risks and a commitment to act with integrity, as the foundation for Desimone's success, reputation, and sustainable growth.

Qualifications:

Bilingual - Fluent in English and Spanish

3-5 years in office management and accounting experience.

Registered accountant in Colombia

Excellent verbal and written communication skill – English and Spanish

Excellent interpersonal, negotiation, and conflict resolution skills.

Excellent organizational skills and attention to detail.

Excellent time management skills with a proven ability to meet deadlines.

Strong analytical and problem-solving skills.

Ability to prioritize tasks and to delegate them when appropriate.

Confident leader and effective mentor to staff

Able to obtain increased responsibilities in fast-paced office environment.

Effective interpersonal skills to address sensitive and confidential information and situations through consistent poise, tact, and diplomacy.

Proven ability to multitask and manage various projects simultaneously through to completion.

Ability to act with integrity, professionalism, and confidentiality.

Proficient with Microsoft Office or related software.

Ability to quickly learn the payroll/accounting software

Can-do attitude, open-minded and approachable personality for understanding and supporting employees' needs.

Qualifications

Skills

Behaviors

Motivations

Education

Experience

Licenses & Certifications

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