

## Payroll Assistant

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Company: UHY CONSULTORES SAS

Location: Bogotá

Category: office-and-administrative-support

### We want you on our team

Join our team of professionals, in a firm with more than 20 years of success!

At our firm, we not only build careers, we work for the well-being of our collaborators, offering them valuable opportunities for professional and personal development.

We want to tell you that!

You join a multidisciplinary work team, in which you will always find support on technical issues such as IFRS, tax, foreign exchange, legal, payroll and labor. Additionally, we have a monthly training program on technical topics and personal development, which allows us to keep our professionals up to date.

We are currently looking for a **Payroll Assistant** for our work team.

### What will be your goal?

Ensure the timely processing and delivery of payrolls and social security, within the assigned times, complying with the legal requirements and standards requested by the client.

### What are the benefits and contractual conditions?

We promote the well-being of our collaborators, providing opportunities for professional and personal development. We generate closeness with our collaborators and clients, thanks to our professionalism, great organizational climate and excellent human quality. You will also be able to access:

Indefinite term contract.

Supplementary teleworking in the city of Bogotá.

Basic salary of \$1,749,000 + Non-Constitutive Bonus salary of \$174,000

Hours Monday to Friday from 07:30 - 05:30 with availability on some Saturdays during closing seasons.

2 additional days of vacation

2 family days

Lens help

Birthday Detail

Bonus per grade

Funeral Insurance

Pending

**What requirements must you meet?**

Training: Student since 6th semester of Public Accounting.

Minimum experience of 2 years in the entire payroll and social security process

**Essential knowledge**

Knowledge of office tools (Excel).

Knowledge in Accounting and Payroll

Management of Social Security and Parafiscals

Account analysis.

Payroll settlement of more than 50 employees

**Skills**

Teamwork.

Achievement orientation.

Customer orientation.

Responsibility.

Quality.

Collaboration.

Planning and organization

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