

## Staff Accountant

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Company: Auxis

Location: Bogotá

Category: business-and-financial-operations

## Staff Accountant

Location CO-Bogotá | CO-Barranquilla Posted Date 2 weeks ago(12/28/2023 4:48 PM) Job ID 2023-3046 # Positions 1 Category FAO

### Job Summary

The Staff Accountant position reports to the Accounting Supervisor. The position performs various senior and mid-level accounting tasks on a daily and monthly basis, including processing of journal entries, support to the month-end close, key account reconciliations, bank reconciliations, and support to the reporting package. The following is a high-level overview of the activities to be performed for this function. The Staff Accountant will assist in ensuring timely and accurate financial reporting and compliance with generally accepted accounting principles (GAAP-IFRS) and other regulatory requirements.

### Responsibilities

Maintain the general ledger by recording transactions, ensuring accuracy and completeness, and reconciling accounts.

Assist in preparing financial statements, including balance sheets, income statements, and cash flow statements, ensuring accuracy and completeness.

Support the month-end and year-end close processes by preparing journal entries and reconciling accounts.

Assist in maintaining and updating accounting policies, procedures, and controls to ensure compliance with GAAP IFRS-and other regulatory requirements.

Participate in special projects, such as audits, budgeting, and forecasting, as assigned by management.

Respond to inquiries from other departments and external parties regarding accounting-related matters.

Support the accounting team with other duties as needed.

## **Skills and Experience**

### **General Requirements**

Bachelor's degree in accounting career.

3+ years of experience in accounting or finance.

Knowledge of GAAP and IFRS and other accounting principles and standards.

Experience with accounting software, such as Netsuite, Oracle, or SAP, is preferred.

Proficient in Microsoft Office, including Excel and Word.

Excellent analytical, problem-solving, and communication skills.

Strong attention to detail and accuracy.

Ability to work independently and collaboratively in a team environment.

Willingness to learn and take on new challenges.

### **About Auxis**

Auxis prioritizes employee growth and development to help you advance your career. Auxis' culture empowers you to be your best in the interest of a common team goal. We are constantly striving to improve our culture and environment and have invested in tools to continue to have better visualization of the pulse of our organization.

### **Benefits**

Health benefits including medical, vision, and dental.

Asociacion Solidarista

Training and development programs

Employee recognition program

Paid time off and family-paid leave

Paid day off for your birthday!

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