

# Accounting Assistant

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## Job Description

### Responsibilities:

- Accounting Assistant is responsible for analyzing a variety of account transactions, and preparing monthly, quarterly, and annual financial statements.
- Responsible to work with USA suppliers, reporting to Finance Department.
- Responsible to run a variety of different kinds of reports throughout the year.
- Generally, performs many complex accounting activities.
- Reconciling accounts and analyzing financial data are normally very large aspects of an accounting department.
- Provides financial status information by preparing special reports; completing special projects.
- Maintains accounting controls by following policies and procedures; complying with federal, state, and local financial legal requirements.

### Requirements:

- BBA Business Administration/ Accounting 3 Years' Experience in General Accounting Cycle
- Must be a fluent English Speaker
- Strong skills in computer (Peachtree, Excel, Access & Word)
- Excellent written and oral communications.
- Interpersonal skills; In-depth technical knowledge in accounting, finance and with analytical skills and good business sense.

Shift Hours: Monday-Friday 8:00am-5:00pm and overtime

Job Type: Regular placement and benefits, Full-time

Salary: \$11.00 to \$12.00 /hour

Location: Carolina, PR

Please send your resume: [msuarez@tpispr.com](mailto:msuarez@tpispr.com)