

# Accounting Clerk

We are looking for a temporary employee for a special project that will need to:

- Supports de Account Payable and the General Accounting Area.
- Responsible for the inputs in the system, investigation and resolution of payment claims received from vendors or internal units.
- Assist the area by performing special and analytical work and account reconciliations.
- Complete deadlines for reportings.
- Perform process of monitoring, reconciliations and posting payments
- Complete the book of accounting.

## Requirements:

- Associate Degree in Accounting.
- 1 year of experience in similar position.
- Computer skills.
- Proficiency in English and Spanish- should demonstrate the ability to write and communicate clearly, concisely and effectively.
- Excellent communication skills, to maintain relations with employees and external counterparts.

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

Job Type: Temporary, Available for 3 consecutive months, Full time

Salary: \$9.00 to \$10.00 /hour

Location: San Juan, PR

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