

Accounting Manager

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Company: Coastline Equity

Location: Mexico

Category: arts-design-entertainment-sports-and-media

Summary and Objectives:

The Accounting Manager position is perfect for individuals aspiring to advance their career in accounting and financial management. As an Accounting Manager, you'll oversee daily accounting operations, including accounts payable, receivable, payroll, and tax compliance. You'll also play a crucial role in budgeting, financial reporting, and special projects. Ideal candidates will possess strong accounting skills, familiarity with financial software, and a commitment to regulatory compliance.

Essential Functions:

- 1 . Supervise the daily operations of the accounting department to ensure accurate and timely financial reporting, including internal and external financial statements, audits, and budgets.
- 2 . Manage the processing of accounts payable, purchase orders, petty cash, employee expense reports, payroll processing, and tax compliance within the Accounting Department.
- 3 . Oversee accounts receivable management, including billing, cash receipts, funding service management, payroll closing, and check statistic management.
- 4 . Ensure compliance with corporate income tax regulations and optimize tax returns.
- 5 . Develop and maintain robust systems and controls to uphold data integrity and enhance the company's value.

- 6 . Lead various special projects and compile specialized reports as needed.
- 7 . Maintain professional communication with colleagues, management, clients, and stakeholders.
- 8 . Adhere to all regulatory requirements, company policies, and procedural guidelines.
- 9 . Develop and implement internal control guidelines, policies, and procedures for budgeting, cash management, credit management, and administration.
10. Recommend performance benchmarks for company and departmental operations.
11. Calculate and distribute financial and operational metrics for multiple portfolios and properties.
12. Manage the preparation of annual budgets and forecasts.
13. Analyze budget variances and communicate significant issues to management.
14. Ensure the timely issuance of comprehensive financial statements.
15. Coordinate the preparation of corporate and property annual reports.
16. Recommend performance benchmarks for evaluating company operations.
17. Administer human resource plans, policies, and procedures, including the employee handbook and policies manual.
18. Oversee the compensation and performance evaluation programs.
19. Manage benefits administration, including claims resolution and communication with employees.
20. Assist in evaluating departmental performance against established goals.
21. Maintain human resource information system records and generate reports as needed.
22. Ensure compliance with federal, state, and local employment laws and regulations.

Requirements

- 1 . Strong Financial Management Skills.

- 2 . 4-5 years of related experience in an accounting position, preferably supervising the department.
- 3 . Technical Proficiency in Accounting for the Real Estate industry or US companies preferred.
- 4 . A bachelor's degree in accounting, finance, or business administration is preferred.
- 5 . Performance Management and supervisor experience required.
- 6 . Commitment to Ethical Conduct.
- 7 . Excellent Communication Skills.
- 8 . Demonstrated Personal Effectiveness and Credibility.

Benefits

Fully remote environment, work from the comfort of your own home.

Competitive pay rate.

Opportunities for growth as the company grows, and we are growing fast!

Excellent organizational culture.

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