

Mexico Jobs Expertini®

Accounting

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Company: SDI Media

Location: Mexico City

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

Accounting

México City

27/03/2024

Objective

Provide support to business by managing daily accounting and financial tasks. Compiles reports and prepare, maintain, and reconcile basis information for financial statements.

Responsibilities:

- Responsible for monitoring all open sessions on ERP.
- Responsible for verifying that quotes are properly uploaded on ERP (Annual basis).
- Responsible for sending ERP payroll to 3rd party, and process payment on a bi-weekly basis.
- Responsible for scheduling and posting payments of production expenses.
- Responsible for WIP and POC analysis and posting.
- Responsible for DM analysis and recognize adjustments if applicable
- Issuance of AP aging.
- Cost breakdown by concept on MTD and YTD basis.
- Issuance of retakes and external rooms analysis by project.
- Bank reconciliation.
- Responsible for BS GL accounts analysis.
- Assisting on invoicing for clients based in the USA.
- Assisting on collection for clients based in the USA.

- Responsible for GL accounting journal entries.
- Responsible for unbilled analysis for assigned clients.

Experience

- Project Accounting.
- Intermediate excel.
- Basic taxation applicable in Mexico
- Basic revenue recognition analysis
- Financial analysis basics.
- ERP experience.
- Invoicing and collection process understanding is a plus.

Needed:

- Basic/Intermediate Accounting
- Fluent English
- Ability to extract information for financial analysis
- Organization skills / (goal-oriented person)
- Negotiation skills

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