

# Mexico Jobs Expertini®

## Supervisor, Accounting

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Company: Curtiss-Wright

Location: Santiago de Querétaro

Category: other-general

Responsible for all segments of the general accounting function. Supervises the maintenance of one or more accounting systems directly. Ensures integration of data produced into systems and supports objectives of financial analysts. Ensures the accurate compilation, analysis and reporting of accounting data and revenue.

Performs professional accounting work including compilation, consolidation, and analysis of financial data. Requires an understanding of accounting fundamentals and principles and bookkeeping experience. Include any or all the following: ledgers and preparation of journal entries, fixed asset or inventory accounting, preparation of trial balance or financial statements, cost accounting, bank account reconciliation. Maintains or oversees the maintenance of accounts and records in such areas as disbursements, expenses, tax payments, and income.

The accountant would be responsible for all aspects of finances in our entity. This position would be responsible for but not be limited to: Accounts Payable, Accounts Receivable, purchasing, invoicing / factura, IVA (taxes), tax submissions and returns, book keeping, monthly reports (local Mexico / corporate USA), aging / collections, inventory, accruals, journal entries, MEARS reporting, inter-company transfers, and overseeing / backup the admin assistant position (general office duties).

Responsibilities include but are not limited to:

Maintains general and subsidiary ledgers of the facility, preparing operating and financial

statements, reconciling bank statements, and currency conversion as needed. Directs fixed asset control and depreciation, accrual to meet anticipated liabilities, preparation of general tax reports such as those for sales, payroll, and personal property taxes, and payable/receivables. Assists in the development of goals, policies, priorities, and procedures relating to financial management, budget, accounting, and/or payroll. Coordinates preparation of external audit materials and external financial reporting. Assists with the installation and maintenance of new accounting, inventory, property, and other related procedures and controls. Reviews, investigates, and corrects errors and inconsistencies in financial entries, documents, and reports.

Ad hoc reporting for CW.

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