

Staff Accountant

This person is responsible for managing Maximo Nivel's Accounting function in Costa Rica. This includes bookkeeping, payroll, payables and receivables, month end close and management reporting. This person reports simultaneously to the Founder/Owner of the organization and the General Manager of Costa Rica. This person also has dotted line responsibility to the organization's Director of Accounting who is based in Peru.

This is an excellent position for a young, hardworking accountant who wants to get practical experience in an international setting.

EXPERIENCE

- 2-4 years accounting experience
- Strong general accounting and tax knowledge
- Financial reporting experience
- Familiarity with accounting software (Quickbooks, Great Plains, Xero)
- Experience in private sales-service company(s), where the product is customer service. Experience with small, fast growing companies is a definite plus
- Proficient in Microsoft Office software (Word, Excel, and Power Point)
- Internet savvy with experience using SaaS services

RESPONSIBILITIES

Maintain bookkeeping and accounting records including general ledger and cash accounts, bill paying, and monthly account reconciliation.

Create and maintain monthly cash flow analysis, balance sheets, and income statements.

Assist owners and Director of Accounting (Peru) in establishing standard operating procedures including the development and maintenance of a system of internal controls.

Assist in creating and maintaining a document retention system for Accounting and Legal documents.

Provide light administrative services as required in a fast-moving office.

This person will also assist with special projects.

PERSONAL CHARACTERISTICS

This person should be smart and business minded.

This person should be very client-service oriented.

This person should be hard working and hands on; and must be comfortable working in a small company, entrepreneurial environment.

This person should be detail oriented with strong organizational skills.

This person must speak English fluently and should speak Spanish at an intermediate level or higher.

SALARY RANGE: \$900 to 1,200/month

(This is a good salary in Costa Rica and provides a reasonable living here; there is also a pay-for-performance bonus system, and this position receives free Spanish classes)