

Accounts Payable/Receivable and Finance Professionals (REMOTE)

Cambridge Fund

Brasília, DF

Home office

R\$ 2.928 por mês

[Candidatar-se](#)

Dados da vaga

Salário

R\$ 2.928 por mês

Tipo da vaga

Tempo integral

Home office

Qualificações

- Accounting: 1 year (Required)
- English (Advanced) (Required)

Descrição completa da vaga

Cambridge Fund is looking for experienced Accountants, Accounts Payable/Receivable and Finance professionals to help with the duties of daily accounting upkeep, strategic and tax planning, analyzing, budgeting, maintaining records of financial transactions, payroll, accounts payable, accounts receivable, etc.

This is a remote position in LATAM or anywhere else in the same time zones, that can be done from the comfort of your home. Previous experience with the US clients is welcome but not required. Capacity to learn new information and knowledge quickly and ambition to grow and take on challenges is required. Good knowledge of English language is required.

****Note: We are only going to take into consideration English Resumes/CVs, all resumes submitted in any other language will be discarded****

Responsibilities:

- Communicating with CPAs in order to support everyday trading activities
- Monitor budgeting, cash flow, and manage capital gain tax
- Communicate with lenders regarding payments, new loans, and payoffs

- Managing escrow and title companies in order to ensure smooth closings
- Responsible for the financial statements
- Maintains office services by designing filing systems; reviewing and approving supply requisitions; assigning and monitoring clerical functions
- Keeps management informed by reviewing and analyzing special reports; summarizing information; identifying trends
- Achieves financial objectives by preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
- Maintain records of financial transactions by establishing accounts; posting transactions; ensure legal requirements compliance
- Develops a system to account for financial transactions by establishing a chart of accounts; defining bookkeeping policies and procedures
- Review monthly financial reports, analyze financial status and recommend financial actions
- Prepare balance sheets, profit and loss statements, and other reports.
- Responsible for the general ledger
- Answer accounting procedure questions and interpret policy and regulations
- Suggest ways to reduce costs, enhance revenues and improve profits
- Comply with all federal, state, and local financial legal requirements
- Responsible for cost accounting, payroll, accounts payable, accounts receivable, budgeting, tax compliance, and various special analyses
- Suggest way to reduce costs, enhance revenue and improve profits
- Take initiative to ask questions and detect problems in order to improve department processes and procedures
- Work on other ad hoc projects and other operational tasks

Requirements:

- Excellent understanding of accounting and the ability to apply relevant investment company accounting rules
- Strong knowledge of reconciliation and account analysis
- Solid analytical skills and ability to understand and resolve complex problems
- Education in accounting is highly preferred
- Experience in the real estate industry is desirable but not required
- Proficiency in Microsoft Excel and G Suite
- Self-starter capable of finding solutions with minimal supervision
- Superior written and verbal English communication skills with the ability to work effectively both individually and as a team
- Ambition to work with a foreign company full-time, learn about new accounting systems, new tax systems
- Ambition to work with one company and business for at least next 3 years
- Readiness to adapt and work flexible time hours and in different time-zones, potentially evening hours
- Experience with Quickbooks is desirable
- Independent and can do attitude is MUST
- Willingness to learn and work in dynamic environment is MUST

Skills:

- Self-motivated with strong attention to detail and sense of urgency
- Great organizational skills and is able to handle complicated work efficiently and effectively
- Takes initiative to ask questions and detect problems

Base Salary: \$550 USD - depending on degree and related experience.

Job Type: Full-time

Education:

- Associate (Preferred)

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Job Type: Full-time

Pay: From R\$2,928.00 per month

Experience:

- Accounting: 1 year (Required)

Language:

- English (Advanced) (Required)

Insights de Contratação

Taxa de resposta às candidaturas: **97%**

Necessidade contínua de contratações para esse cargo

Atividade da vaga

Anunciada: há 9 dias

Denunciar anúncio

Vagas de Accounts Receivable Clerk em Brasília, DF

Vagas na empresa Cambridge Fund em Brasília, DF

Accounts Receivable Clerk salários em Brasília, DF

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