



FACULTAD DE ADMINISTRACIÓN DE EMPRESAS
UPRRP



JOB/INTERNSHIP/COOP OPPORTUNITY

Company Name or LOGO: Empresas Fonalledas, Inc.

Job Title/Internship/COOP: **Accounts Payable Accountant**

Job Description or Minimum Requirements /Internship/COOP:

We are seeking a Accounts Payable Accountant to join our team in Empresas Fonalledas, Inc.

Position overview

The selected candidate will be part of the Accounting Department. Mainly responsible of entering invoices, processing, and posting accounts payables batches on a timely basis. Ensures completeness, accuracy, and timelines of accounting records for assigned expense accounts.

Responsibilities:

- Verifies invoices for quantity, unit price, extensions, tax, and applicable discounts. Ensure that the documentation attached to each invoice is complete.
- Codes invoices with accounting accounts numbers according to distribution in the general ledger.
- Determines dates for invoices to be paid and key invoices into computerized accounts payable system.
- Runs the accounts payable batches and prints the check vouchers.
- Responsible for monthly and year-end closing of the general ledger including analysis of expenses and preparation of journal entries of assigned accounts.

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* Email: programa-enlace.uprrp@upr.edu





- Prepares, analyze, and maintains the general ledger of assigned subsidiaries.
- Provide variance reports of current results to prior periods and/or budget for assigned companies.
- Analyzes the monthly pull of actual reimbursable expenses billed to tenants for accuracy and completeness.
- Prepares annual forecasts of reimbursement expenses.
- Performs monthly statutory tax fillings and payments for service withholdings to residents and non-residents.

Qualifications:

- Bachelor's degree in Accounting, Finance, or Business.
- Two to three years of relevant experience in accounting.
- Strong working knowledge of Excel.
- Knowledge in MRI and Software is preferred.

Soft skills:

- Strong attention to accuracy and detail required.
- Strong customer service and teamwork attitude.
- Strong analytical skill.
- Flexible and adaptable to new job requests.
- Requires the ability to read, write and speak effectively in Spanish and English.

EOE/Minorities/Females/Veterans/Disabled

Opportunity Date (Month/Day/Year): 8/1/2024

Application Deadline:

Type of Position: _____ Part-Time ☒ Full-Time

Compensation: ☒ Pay _____ Stipend _____ Without Pay

*Salary: \$35,000.00 per year

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Area of Specialization: Accounting

Location: Torre Chardón

Contact Person & Job Position:

- Wilnelia Caraballo/Talent Management Business Partner
- Ambar D. Berdecía / HR Representative

E-mail of Contact Person:

- wcaraballo@efonalledas.com
- aberdecia@efonalledas.com

E-mail to send resume or application URL:

- jobs@efonalledas.com

Phone Number: 787-474-7474 Ext.2019/2152

Posting Date:8/1/2024

Please include in your email "Referred by Programa ENLACE UPR-RP"

