



OPORTUNIDAD DE EMPLEO/INTERNADO/COOP



Empresa o Logo:

Título de la Plaza/Internado/COOP: Accounts Payable Associate

Descripción o Requisitos de la Plaza/Internado/COOP:

Are you passionate about accounting with exceptional skills in invoice processing and vendor management? Join Alivia Health, the #1 pharmacy network in Puerto Rico!

Key Responsibilities:

Process and accurately record invoices quickly.

Coordinate and manage checks and payment requests.

Reconcile accounts and request account statements monthly.

Keep vendor records up-to-date.

Review and resolve invoice discrepancies.

Manage vendor discounts and credits.

Prepare tax forms and submit required information.

Meet accounting closing deadlines and address vendor inquiries.





Requirements:

- Bachelor's degree in Accounting.
- Basic knowledge in Accounting.
- 2 years of previous experience in accounts payable and general accounting.
- Knowledge of Microsoft Office programs (Word, Excel, Outlook) - (intermediate or advanced level preferred).
- Organizational skills and attention to detail.
- Advanced interpersonal / verbal and written communication skills.
- General mathematical skills.
- Computer and accounting systems skills.

*****Equal Opportunity Employer F/M/V/D/S/A*****

Fecha de la Oportunidad (Día/Mes/Año): Inmediata

Tipo: ☐ Tiempo Parcial ☒ **X** Tiempo Completo

Compensación: ☒ **X** Con paga ☐ Estipendio ☐ Sin paga

*Salario: **N/A**

Área de Estudios: Administración de Empresas con Concentración en Contabilidad

Localización: Guaynabo, PR

Persona Contacto y Posición: Yarelis Figueroa / Yarisel Martinez

Correo Electrónico de Persona Contacto: talento@aliviahealth.com

Correo Electrónico a enviar resume o URL de solicitud: talento@aliviahealth.com

Favor de incluir en su correo "Referido por Programa ENLACE UPR-RP"

