

PROGRAMA
ENLACE
Facultad de Administración de Empresas

Job & Internship Opportunity

Company Name: **Modérnica Group Corp.**

Opportunity Date (Month/Day/Year): **01/14/25**

Opportunity Title: **Accounting Assistant**

Area of Specialization: **Accounting**

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

Compensation: ☒ Pay ☐ Stipend ☐ Without Pay

Salary: **\$12.00 /per hour**

Location: **San Patricio**

Contact Person & Job Position: **Rosaida Lanuza VP**

E-mail of Contact Person: **rlanuza@modernicaonline.com**

E-mail to send resume or application URL: **rlanuza@modernicaonline.com**

Phone Number: **(787) 273-8080**

Logo:



Application Deadline: **02/14/25**

Job Description or Minimum Requirements /Internship/COOP:

OVERVIEW We seek a detail-oriented Accounting Assistant to support our accounting department with daily financial operations and tasks. This role offers growth opportunities and internship positions for those looking to develop their corporate accounting career in a professional environment.

RESPONSIBILITIES

Handle daily bookkeeping and accounts payable/receivable functions, including invoice processing and statement reconciliation. Assist in preparing financial statements and reports, perform bank reconciliations, and maintain accurate financial records. Manage vendor and customer inquiries while maintaining strict confidentiality of financial information.

QUALIFICATIONS

Bachelor's degree in Accounting or current enrollment in an Accounting program. Must be proficient in Microsoft Excel and QuickBooks, with excellent organizational and time management skills. Bilingual fluency in Spanish and English is required. The ideal candidate will demonstrate strong attention to detail and the ability to work effectively both independently and collaboratively in a team environment.

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Programa-enlace.uprrp@upr.edu
787.764.0000 exts. 87061, 8760, 87064
Programa Enlace FAE
@ENLACE_UPR_RP