

Finance and Accounting Manager (Americas)

Reports to

Manager (Americas)

Responsibilities

- Organizing and managing the employees of the Back-Office departments;
- First point of contact for the employees of the departments under his management;
- Supervising the bookkeeping of various legal entities;
- Control and monitoring of payables and receivables, invoicing, collection process;
- Control and authorization of payments;
- Pro-actively support all legal, QHSE and HR relevant issues;
- Responsible for health and safety matters within the department;
- Initiating improvements plans;
- Administrative handling with regard to the execution of necessary legislation and regulation for the employment of employees;
- Business reporting and liquidity position;
- Monthly, quarterly and year- end closing and reporting of the financial accounts;
- Control and monitoring periodic tax declarations and payments
- Answering questions with respect to the afore-mentioned points in consultation with the Manager;
- Responsible for health and safety matters within the department;
- Execute all tasks according to Operational Excellence.
- Performing all office tasks that may arise.

Delegate tasks

Back Office team members

Competences

- Integrity;
- Team player;
- Flexible;
- Accuracy;
- Reliability;
- Entrepreneurship;
- Stress resistance;
- Market Orientation;
- Organizational sensitivity;
- Creativity;
- Communication skills;
- Leadership;
- Helicopter view;
- Presentation skills;
- Delegating.

Job requirements

- Minimum 5 years' experience in a similar function;
- Relevant education and/or experience at higher professional education level (HBO);
- Financial and administrative background;
- Good command of the Spanish and English language;
- Good social and communicative skills;
- Financial and administrative background;
- Leadership experience;
- Practical and flexible disposition;
- Experience in modern office automation / Microsoft Office 2013;
- Expert in Microsoft Excel;
- Securing back office support in conformity with the ISO, OHSAS & MLC quality standard;
- Alignment to company's business;
- Willing work overtime when the activities require so.

If you are interested in this position, please send your CV to: contact@hollandhousemexico.com