

Please submit your CV or Resume to HR@Cobeal.com. Please include the position name "Accountant" in the subject line.

Cobeal is an engineering, manufacturing and construction company, founded in 1963 with over 1900 staff, consultants, and certified contractors in 11 countries in LATAM. Cobeal is in need of a bilingual (English/Spanish) accountant to work with our existing team.

The Accountant will be responsible for maintaining bookkeeping records. The Accountant is expected to report directly to the Managing Director/CTO and CEO of the group.

RESPONSIBILITIES

The Accountant is responsible for the accounting records and correct classification of expenses according to Cobeal policies for all ongoing projects in Mexico. The position will manage cost and accounts payable, procurement, adherence to financial policies, complete and required cost documentation, and assist with internal audits, among other items.

Specific duties include, but are not limited to:

- Creates and maintains accounting records (paying, purchase orders, consultants, travel reimbursements, office expenses, and other expenses in the field).
- Records Payroll in the established accounting system.
- Calculates withholding, social security, contributions, and recording in the accounting system.
- Coordinates the fulfillment of tax obligations in Mexico.

- Manage and update the monthly field expense reports (balance sheet, reconciliations, rate of exchange calculation, payroll, vouchers, bank statement account).
- Maintains procedures to ensure accurate and timely payment of travel and reimbursements for staff and consultants.
- Reviews receipts and invoices to ensure they are in line with Mexican and US fiscal regulations and that they correspond to the associated purchase orders and contracts.
- Obtains certification for the receipt of goods and services signed ahead of payment processing and presenting it to the CTO/CEO with a finished voucher for revision and payment.
- In coordination with the Senior Cost Accountant, revise sums allocated to purchase orders and closing procedures of the acquisitions of goods and services.
- Prepares and presents monthly reports.
- Explains and resolves any questions or issues regarding payment processes and receipts for staff and contractor invoices.
- Plans fiscal strategies in line with Mexican accounting procedures and assuring, through optimal administration of resources, the completion of accounting-fiscal obligations and procedures.
- Interacts with internal and external auditors in conducting audits and in supporting other aligned tasks.
- Maintains the accounting system transaction registry.
- Clearing of accounts in the accounting system.
- Ensures petty cash is maintained at a feasible level for operational activities and that petty cash procedures are followed.
- Maintains file management systems for soft and hard copy documentation.
- Reports and informs the CTO/CEO and Cost Accountant of any inconsistencies encountered within the Cobéal accounting processes in a timely fashion.
- Other duties may be assigned by the CTO/CEO to ensure the achievement of operations, HR, and financial objectives.

Qualifications:

- Bachelor's degree (Finance, Accounting, and Business Administration) is required.
- Minimum five years of experience in construction accounting or related fields on US Government-funded projects in Mexico.

- Fluency in English and Spanish is required. Professional (reading and writing) fluency in English is greatly preferred.

Skills and Abilities:

- Strong organizational skills and ability to manage multiple competing priorities with minimal supervision.
- Proficiency and working experience in Quickbooks are required.
- Strong knowledge of tax calculation, the impact of different calculation elements in final tax allowance results.
- Thorough understanding of U.S. Accounting Standards and Generally Accepted Accounting Principles.
- Experience in financial data verification utilizing accounting systems.
- Proficiency in Microsoft Windows applications, namely Excel, Word, and PowerPoint, including advanced spreadsheet design, manipulation, and analysis skills.
- A proven track record of problem-solving in an automated accounting environment desired.
- Dependability and willingness to take on projects and complete them in a timely manner, and an excellent team player.
- Attention to details and the capabilities to work well individually and within a team.
- Ability to resolve complex situations with tactful and effective communication.

All qualified applicants will receive consideration for employment without discrimination on the basis of race, color, religion, sex, gender, gender identity/expression, sexual orientation, national origin, protected veteran status, or disability.

Please note, Cobéal uses a screening process. Each section of the application is required in order for you to be considered for this opportunity. If you do not complete the required screening questions, your application will not be submitted for this position.

Cobeal is an equal employment opportunity employer committed to excellence through diversity. Minorities, women, individuals with disabilities, and veterans are encouraged to apply.

Cobeal's commitment to diversity goes beyond legal compliance to its full integration in our strategy, operations, and work environment. Diversity is valued and Inclusion is reflected in all efforts to recruit, develop, and engage the diverse staff needed to accomplish our mission.

For more on Cobeal, visit our website at: Cobeal.com.