



FACULTAD DE ADMINISTRACIÓN DE EMPRESAS

UPRRP



JOB/INTERNSHIP/COOP OPPORTUNITY

Company Name: **Fidelis Talent Solutions**

Job Title: **Accounting Assistant**

Job Description or Minimum Requirements:

- **Support the Company Accountant, who will be your direct supervisor.**
- **Invoice archiving processes, account reconciliations among other functions.**
- **Work and manage accounts receivable and generate invoices.**
- **Assist in the processing of company balance sheets, income statements and other financial statements.**
- **Assist with the review of expenses, payroll records, etc., as assigned.**
- **2yrs of experience**
- **Excel Domain (Intermediate-Advanced)**
- **Fully Bilingual**
- **BA in Accounting**

Opportunity Date: **Apply immediately**

Type of Position: Full-Time Compensation: Pay

*Salary: **\$13 and benefits**

Area of Specialization: **Accounting / Finance**

Location: **San Juan, PR**

Contact Person: **Carola Meltz**

E-mail to send resume: peoples@fidelisllc.co

Phone Number: **(787) 677-1415**

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



Programa ENLACE - Facultad de Administración de Empresas

Universidad de Puerto Rico - Recinto de Río Piedras

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

