

Accounting & Administration Officer |

Job Description

Reports to	Accounting Supervisor
Department	Accounting & Administration
Specialty	Accounts Payable & Special Projects
Classification	Exempt
Location	San Juan, PR

About Buena Vibra Group

Founded in 2006, Buena Vibra Group is a true lifestyle-marketing agency specializing in Promotions, Advertising, Social Media Management, Content Creation, Entertainment & Special Events. Through creative concepts & technology we help brands engage the connected culture.

Buena Vibra is also a lifestyle brand itself, branching out into trendsetting apparel, art, music, events, sports & education among other aspects of daily life in Puerto Rico.

Be a part of our Lifestyle Experience! Let's vibe!

About the role

As an Accounting & Administration Officer, you will be responsible for managing Buena Vibra's outgoing transactions, and forge strong relationships with the Buena Vibra suppliers. You will be the spokesman of agency procedure compliance and special projects team player to maximize efficiency of our operations as well as ensuring the controls in place are running seamlessly.

To be successful in this role, you will have a strong sense of responsibility and a compliance mindset, always going above and beyond to make sure special projects are running smoothly and provoke a culture of structure and strong commitment with our internal procedures. You strive on creating standard procedures and sharing them with the whole team as well as being available to train others.

Responsibilities

- Managing accounts payable using accounting software and other programs.
- Handling accounts payable for separate entities and vendors.
- Analyzing workflow processes.
- Establishing and maintaining relationships with new and existing vendors.
- Ensuring bills are paid in a timely and accurate manner while adhering to departmental procedures.
- Processing due invoices for payments.
- Comparing purchase orders, prices, terms of payment and other charges.
- Processing transactions and performing accounting duties such as account maintenance, recording entries and reconciling books of accounts.
- Flagging and clarifying any questionable invoice terms or pricing issues.
- Tracking expenses and processing expense reports.

- Preparing and processing electronic transfers and payments.
- Posting transactions to journals, ledgers, and any other records.
- Reconciling AP transactions, including bank statements.
- Monitoring all accounts to ensure payments are current and up-to-date.
- Vendor file maintenance.
- Vendor correspondence and query response.
- Monthly and closing assistance.
- Accurate historical records maintenance.
- Maintaining confidentiality of organizational information.
- Audit and process credit card bills.
- Address disputes and payment failure issues.
- Identify improvements to the accounts payable process.
- Assist and support the office administration team as needed.
- Assist in other projects assigned by Supervisor or Director of Accounting.

Candidate requirements

- *Education and Experience:*
 - Bachelor's Degree in Business Administration with a major in Accounting or Finance.
 - 1 to 3 years of accounts payable or general accounting experience
- *Knowledge, Skills, Abilities & Attributes:*
 - Competency with QuickBooks, Peachtree, Office, Google Drive and other accounting tools
 - Basic data entry skills
 - Comfortable with math and calculations
 - Good listening and communication skills
 - Excellent verbal and written communication skills
 - Problem identification and resolution skills
 - Ability to multitask
 - Ability to meet deadlines
 - Willingness to change and learn new skills
 - Ability to follow up on pending issues
 - Tracking budget expenses
 - Comfort with managing vendor relationships
 - Thoroughness
 - Contagious positive energy, "can do" attitude.
 - Honest, discreet, prudent with confidential information.
 - Phenomenal attention to detail, meticulous.
 - Organized & resourceful problem solver.
 - Customer service oriented.
 - Sympathetic, concerned about the well-being of other Buena Vibra People and our suppliers.
 - Independent, self-motivated.
 - Bilingual
 - Budget management and reporting.
 - Digital technology enthusiast.
 - Must be flexible, proactive and able to work independently.
 - You think anything is possible.

Working Conditions

The Accounting & Administration Officer works under a great deal of pressure in a fast paced environment while multitasking to achieve goals and objectives. You may be required to put in long hours, holidays and or weekends as needed and will be ultimately responsible for seeing that our accounting and administration procedures are followed as expected.

The Accounting & Administration Officer is an office-based role with occasional remote work and constant sitting or moving around the office. Must be able to sit for long hours, speak frequently and lift up to 15 pounds occasionally.

Disclaimer

The above job description is not intended to limit the scope of the job or to exclude other duties not mentioned. Duties and responsibilities described are not a comprehensive list and additional tasks may be assigned to the employee from time to time. It is not a final set of specifications for the position. It is meant to give readers an idea of what the role entails.

Buena Vibra Group is an equal employment opportunity employer. All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of gender, race/ethnicity, gender identity, sexual orientation, protected veteran status, disability, or other protected group status.