

## JOB DESCRIPTION

# Accounting Manager

### Summary

This position will be the Leader of the Accounting Area and will be responsible for meeting the institutional objectives in this area. The Accounting Manager is a key member of CI Mexico's Core Operational Team with responsibility for generating financial reports, data and analysis needed in a variety of operational decisions.

He/she will be responsible for the registration of accounting transactions, complying with corporate policies, as well as local and donor requirements, and ensuring the generation of accurate and timely financial information for the Program Management and for third parties, which will serve for decision-making, reports to donors, and presentation of information to local organizations.

Manage and control the daily operations of the accounting department. Control and analyze accounting data and prepare reports or financial statements. Establish and apply appropriate accounting methods, policies, and principles, meeting the specific requirements of each donor.

He/she will be under the direct supervision of CI Mexico's Director of Operations and will have access to confidential information from donors, the institution, and partners.

Conservation International Mexico has a strong commitment to inclusion, diversity, and equal opportunity employment of minorities, females, and individuals with disabilities. People of all backgrounds are welcome to participate.

### Responsibilities

- Responsible for executing the accounting record of CI Mexico as well as the donors.
- Creation of records for the head office and with local authorities in accordance with internal and donor regulations, and those established by national legislation, meeting the monthly closing deadlines. As well as the physical and electronic maintenance of the documents generated and the adequate protection of these.
- Issue financial statements to comply with local regulations and prepare financial information required by funders, facilitating decision-making in this area.
- Responsible for producing bank reconciliations and reconciliations of all monthly balance accounts, meeting the established dates of the report.
- Responsible for the formulation and preparation of information and timely payment to control entities such as taxes, social contributions, etc. meeting local requirements.
- Responsible for the preparation of salary sheets following local laws on income tax and Imss.

- Strengthening of best practices to the team in compliance with accounting and financial policies.
- Responsible for the follow-up and monitoring of accounts receivable, and travel advances, in follow-up to CI policies and will follow up with the rest of the staff.
- Responsible for meeting the requirements of internal and external audits that the program receives, providing the auditors with any explanation in the organization's records.
- Produce information requirements by improving and strengthening internal systems and procedures.
- Establish and maintain fiscal files and records to document transactions.
- Ensure that the Finance policies of the CI Operations Manual are fully complied with.
- Guide and conduct the audit for full compliance with financial policies according to the CI Operations Manual. He/she will facilitate training and provide Guides according to the needs of the work team.
- Manage and supervise the Accounting Coordinators, ensuring compliance with accounting principles, taxes, and CI policies.
- Will attend to extraordinary requests and those of recurring reports requested by HQ, as well as any information requirement requested by the SAT and the IMSS.

### **Minimum qualifications**

- University education in Accounting with current professional registration
- Minimum experience in similar positions of at least 5 years.
- Experience and/or knowledge in accounting functions, preparation of accounting and financial reports.
- Solid knowledge of tax legislation. Demonstrable knowledge of accounting and bookkeeping principles, practices, standards, laws, and regulations.
- Management of accounting systems, integrated systems, databases, and the like, as well as internet tools.
- Knowledge of Microsoft Office tools, good command of Microsoft Excel.
- Advanced level English (spoken and written)
- Ability to pay attention to detail.
- Responsibility, efficiency, ability to work under pressure, and ability to handle confidential information.
- Ability to lead and supervise the work team.
- Ability to handle large amounts of data.
- Ability to work in multicultural environments.
- Excellent interpersonal skills.
- To have professional experience in a non-profit sector **will be a plus.**

## **Other**

- Orderly and careful in carrying out their work.
- Knowledge of the environment.
- Institutional commitment to fulfil the mission.
- Discipline and spirit of collaboration.
- Good interpersonal relationships.
- Discretion and reliability.
- Ability to organize and prioritize tasks.
- Honesty and integrity.
- Capacity to work under pressure.
- Detailed and observant person.

## **Working conditions**

- Work in the Mexico City office of Conservation International Mexico
- Availability for occasional trips to the interior of the country.

## **Applications process**

Candidates who meet the requirements, please send your CV with relevant experience to:

**Email:** [dvallejo@conservation.org](mailto:dvallejo@conservation.org)

**Subject:** “Accounting Manager”

**Deadline:** June 24, 2022