

# Accounting Analyst Junior

## Your tasks

The Junior Accountant is responsible for execute general accounting, support the completion of the close, and ensuring that the general ledger account balances and trial balances under his responsibility are accurate and reflect the proper amounts (low complexity). This position is grade 8.

## Key Roles & Responsibilities:

- Assist in the month end, quarter end and the year-end close process
- Prepare, code and record journal entries in GL
- Reconcile / analyze general ledger accounts under his responsibility
- Provide audit support specific to general accounting
- Analysis and reconciliation of balance sheet accounts, with adequate support to ensure the accuracy of the figures
- Meet or exceed team metrics
- Resolve problems or any situation through the appropriate channels (e.g., seeking collaboration with team members or involved individuals, escalation, etc.)

Identify and present process improvements

Develop other activities as assigned, for example, additional support in audits, financial analysis, participation in group activities, etc.

Use CBS methodology

## Your profile

### Qualifications

- Bachelors degree in Accounting
- No experience in accounting needed
- Meet key competencies for the job
- Proficient in using Microsoft Office suite
- Communication skills Flexible to new ideas and ways of completing tasks
- Ability to meet deadlines



Job ID  
**REF86629M**

Location  
**San Luis Potosí - Contitech**

- Highly organized

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