

Position: Manager Finance, Accounting & Taxation

Experience: 5-6 years

Education: CPA/ MBA having taxation and finance experience

Job description:

Strategic

Maximize return, and limits risk, on cash by minimizing bank balances; making investments.
Financial modelling and analysis.
Protect assets by establishing, monitoring, and enforcing internal controls.

Taxation & Compliances

Tax planning for the CEO & the firm
Excellent knowledge of Puerto Rico and US tax laws related to individuals, corporates and partnerships.
Compliances related to labour laws, VAT and all other statutory compliances applicable on the Company
Manage all tax assessments, Liaison with law firms, tax consultancy firms, accounting and audit firms
Ensure adherence to Act 20 & 22

Accounting

Ensure adherence to established and correct accounting principles.
Preparation of monthly management accounts;
Provide status of financial condition by collecting, interpreting, and reporting financial data.

Budgeting

Lead the Function to efficiently prepare an annual plan, forecast and budget which are commercially sound.
Establish budget and expense management by analysing variances and initiating corrective actions.
Prepare budgets, cash flow statements and forecasts by collecting, analysing, and consolidating financial data and recommending plans.

Controlling

Guide financial decisions by establishing, monitoring, and enforcing policies, procedures, and internal controls.
Cash management and treasury duties.
Ensure proper supporting documentation for bank and cash payment authorizations;
Oversee complete audit trail of expenses incurred and expense control.

MIS

Employ and allocate appropriate IT resources
Monitor of equipment and AMC's, Oversee efficiency and effectiveness of same

Administration

Oversee the Administration Team ensuring that the function is operating as required with regards to:
- Vendor relations and policies
- Purchasing procedures and policies, Expense control of the dept
- Management and control
- Compliance & Adherence to SOP's (Standard Operating Procedures)

Liaison

Complete coordination with HR for monthly preparation of salaries and ensuring timely deposit of Employee benefit contributions.
Liaise with banks to resolve bank statement queries and supervise & review monthly bank reconciliation statements.

Location

Puerto Rico based. May need travel of about a month to New Delhi, Singapore, Chicago or other global offices.

