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|  | **JOB AND ROLE DESCRIPTION** |

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| **Position name**  | **Accountant / Financial Controller**  | **Company** | Roads Consulting Group |
| **Job purpose**  | Under general direction, responsible for completing the day-to-day general financial accounting processes and preparing financial analyses for Roads Consulting Group and its subsidiaries to ensure accurate and timely recording and reporting of financial and statistical data. This will be done in accordance with U.S. Generally Accepted Accounting Principles (GAAP), governmental regulations, and RCG accounting policies. This role also involves creating financial projections, pitch decks, and budgets, with a focus on supporting the strategic financial goals of the company. |

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| **REQUIRED QUALIFICATIONS** |
| **Education** |
| Graduate with a degree in Accounting, Economics, Finance, or a related field. |
| **Training or Expertise** |
| • High level of written and oral English• Advanced proficiency in Microsoft Excel• Proficient in QuickBooks• Experience with GAAP regulations (Generally Accepted Accounting Principles) is a plus• Experience in non-profit accounting is a plus• Experience in creating financial projections, pitch decks, and budgets• Familiarity with financial management software and tools |
| **Experience**  | Minimum (2) two years of experience as an accounting assistant or accountant on projects for U.S. companies. |

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| **JOB FUNCTIONS** |
| • Manage customer accounting: upload invoices, maintain records, create reports, etc.• Respond to customer, and colleagues’ inquiries via phone and email.• Manage the QuickBooks accounts and maintain accurate accounting records on the platform• Submit monthly customer reports, including profit and loss reports, balance sheets, and cash flow analyses• Be in constant contact with customers to receive invoices, receipts, and address any other needs• Maintain an updated database with customer information• Assist in creating financial projections, budgets, and pitch decks for internal and client use• Support financial planning and analysis processes to ensure alignment with strategic goals• Conduct seminars, courses and classes explaining accounting topics.• Assist in other designated tasks as required |

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| **REQUIRED SKILLS** |
| • High level of written and oral English• Proficient use of QuickBooks• Strong knowledge of GAAP regulations• Experience in financial planning, analysis, and budgeting• Strong work ethic with meticulous attention to detail• Excellent customer relations and customer service skills• Ability to work independently with minimal supervision• Advanced proficiency in Excel, including complex financial modeling• Proficient in Microsoft Word and Outlook, Google sheets, and other. |

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| **WAGE COMPENSATION** |
| **Compensation: Between** **$6’000.000 COP - $7’000.000 COP according to the candidate’s experience****Internet costs to be covered by the candidate**  |