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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 the preparation of financial analyses for Roads Consulting Group and its subsidiaries to ensure accurate and timely recording and reporting of financial and statistical data in accordance with U.S. Generally Accepted Accounting Principles, governmental regulations and RCG accounting policies. |

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| **REQUIRED QUALIFICATIONS** |
| **Education** |
| * Bachelor’s degree in finance or accounting (required)
* Postgraduate degree in Finance (preferred)
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| **Training or Expertise** |
| * **Bilingual Proficiency:** Fluent in both written and spoken English and Spanish.
* **Financial Expertise:** Skilled in financial modeling, financial statement analysis, and growth planning.
* **Accounting Knowledge**: Strong understanding of balance sheets, profit and loss statements, and cash flow management.
* **Technical Skills**: Advanced proficiency in Excel and the Microsoft Office Suite.
* **QuickBooks Proficiency:** Expert-level knowledge and experience with QuickBooks (required).
* **U.S. Market Experience:** Proven experience working on projects for U.S.-based companies (required).
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| **Experience**  | * Minimum of 4 years of experience in financial planning, forecasting, and budgeting.
* Proven ability to create growth strategies and financial plans
* Experience working directly with clients assessing financial health and offering strategic recommendations
* A minimum of 3 years successfully leading and managing teams
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| **JOB FUNCTIONS** |
| * **Financial Management**: Oversee and manage the financial operations of clients, including balance sheets, profit and loss statements, and financial reports.
* **Financial Analysis:** Perform in-depth analysis of financial indicators and provide actionable insights.
* **Strategy Development:** Develop and implement tailored growth strategies for clients based on financial data and business objectives.
* **Client Communication:** Maintain ongoing communication with clients via email, phone, and regular meetings, providing updates and addressing any issues or concerns.
* **Reporting**: Prepare and submit monthly financial reports, including profit and loss statements, balance sheets, and status updates.
* **Database Management**: Keep an updated database with all client information, ensuring accurate record-keeping.
* **QuickBooks Management:** Oversee and maintain QuickBooks accounts, ensuring accurate and up-to-date accounting records on the platform.
* **Financial Education and Outreach:** Deliver seminars, webinars, and presentations to clients and prospects, sharing your expertise in finance to build trust and provide valuable insights.
* **Task Management**: Assist with other designated tasks as required by the company.
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|  **REQUIRED SKILLS** |
| * High proficiency in written and oral English
* Strong knowledge of financial strategy, forecasting, and planning
* Excellent communication skills
* Provide clear direction and foster a collaborative team environment through excellent leadership skills.
* Lead and inspire teams to achieve organizational goals with a focus on effective communication and decision-making.
* Organized, proactive, and highly detail-oriented
* Ability to work independently with minimal supervision
* Excellent client relationship management skills
* High level of Excel, with proficiency in Microsoft Word and Outlook
* High proficiency in QuickBooks (required)
* Knowledge of GAAP regulations (Generally Accepted Accounting Principles)
* Strong work ethic and very detail oriented
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| **WAGE COMPENSATION** |
| **Compensation**: Between $6’000.000 COP - $7’000.000 COP according to the candidate’s experience**Internet and computer costs to be covered by the candidate**. |