Spain Jobs Expertini®

Senior Accountant (English & Spanish speaker)

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Company: CIBT

Location: Spain

Category: other-general

CIBT is the leading global provider of immigration and visa services for corporations and individuals with over 1,100 expert immigration and visa professionals, attorneys and qualified migration consultants located in over 55 offices in 25 countries. With thirty years of experience, we are the primary service provider to 75% of Fortune 500 companies. We offer a comprehensive suite of services under two primary brands: **Newland Chase**, a wholly-owned subsidiary focused on global immigration strategy and advisory services for corporations worldwide and **CIBTvisas**, the market leader for business and other travel visa services for corporate and individual clients, and legalization services.

We are a fast-paced and dynamic business with aggressive plans for growth. We seek talent that will embrace the company's aspirations to drive growth and shape the future of our business. Employees who achieve success possess intellectual curiosity, work well in a fast-paced and dynamic environment, and hold themselves accountable for driving results and achieving targets.

You will report to the Financial Manager and be part of a team of 2 people. As Senior Accountant, you will be responsible for assisting in all areas of Finance of CIBT Companies located in Spain, France and Switzerland as follows:

Monitor daily and month-end accounting tasks (accounts receivable, accounts payable, payroll, travel & expense reimbursement, intercompany, fixed assets, cash management, account reconciliations, etc.) ensuring finance processes and finance policies are adhered to local law.

Treasury management – Prepare short-term cash flow forecasting and ensure consistency

with the long-term plan.

Monthly & quarterly GL account reconciliations and Blackline.

Support preparation of tax declarations (VAT / withholding tax).

Assisting with the preparation of the year-end Financial accounts and Audit in accordance with local GAAP.

Assist with initiatives to drive efficiencies and improve processes.

Perform ad hoc projects and other duties as required.

Education and Qualifications:

4+ years of accounting experience as Accountant based in Spain, France or/and Switzerland.

Expert knowledge of local reporting standard and experience working in US GAAP environment.

Experience with Exact and Blackline desirable.

Advance MS in Microsoft Excel including lookups and pivot tables.

Excellent verbal and written communication skills. Must be fluent in Spanish and English speaking.

French would be a plus, but not required.

Experience working in an international environment.

Proven hands-on approach, pro-active in nature and happy to take ownership of issues and resolves.

High level of ability to perform tasks with minimum supervision.

Excellent time management skills and the ability to work in a fast-paced environment.

Sound business ethics, including the protection of proprietary and confidential information.

Equal Employment Opportunities

As part of our dedication to the diversity of our workforce, CIBT is committed to Equal

Employment Opportunity without regard for race, color, national origin, ethnicity, gender, protected veteran status, disability, sexual orientation, gender identity, or religion.

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