

Accounting Analyst

Operations and Finance Office

Zamorano University

www.zamorano.edu

Key Responsibilities

- Prepare accounting entries for assigned business units, applying GAAP principles accurately and timely within institutional systems.
- Continuously analyze and reconcile the accounts of assigned units.
- Prepare and analyze monthly financial statements for each assigned unit.
- Identify and explain budget deviations and variances (both monthly and year-to-date).
- Monitor and control production costs across assigned units.
- Review and analyze production orders, including formulation accuracy before closing each order.
- Review and, upon financial management approval, adjust inventory records for raw materials, supplies, work-in-progress, and finished goods.
- Process and authorize payment requests, requisitions, and service requests to meet operational needs.
- Prepare income and expense reports for management and unit heads to assess available resources.
- Assist in budget preparation and compare actual results to the budget for planning and control purposes.
- Obtain quotes for material and equipment purchases; coordinate with inventory staff to prevent delays in unit operations or projects.
- Generate purchase orders for raw material supplies for the group's units and peripheral warehouses.
- Manage the petty cash fund for assigned units.
- Submit weekly treasury reports, including deposits and copies of invoices for cash and credit sales.
- Submit monthly tax reports for taxable and non-taxable invoices for government filings.
- Manage invoice booklets manually where no digital system is in place.
- Issue credit notes as required.

Qualifications

- Bachelor's degree in public accounting or a related field.

Required Skills and Experience

- Proven experience in accounting and administrative roles.
- Inventory management experience.
- Proficiency in Microsoft Office, especially advanced Excel.
- Experience working with accounting systems.
- Ability to prepare and analyze financial statements.
- Strong understanding of fiscal, municipal, labor, and financial regulations.
- Skilled in budget preparation and analysis.
- Intermediate English proficiency: able to understand main ideas in standard written texts on familiar topics and describe experiences, goals, and opinions clearly.

Core Competencies

- Service orientation
- Integrity and ethical behavior
- Innovation and adaptability
- Commitment and accountability
- Focus on quality
- Emotional intelligence
- Proactivity and initiative
- Effective communication
- Teamwork and collaboration

Application Process

Interested candidates should submit a cover letter, an updated resume in Word or PDF format, and contact information for at least three (3) professional references, including phone numbers and email addresses. Send all documents to: talentohumano@zamorano.edu

Subject line: **Accounting Analyst**

Application deadline: **August 10, 2025**

Non-discrimination Policy

Zamorano University is committed to a policy of non-discrimination and does not discriminate based on ethnicity, race, religion, gender, or nationality in any aspect of its academic, admissions, financial aid, extracurricular, or employment programs.