

Accounting Analyst

Operations and Finance Office

Zamorano University

www.zamorano.edu

Key Responsibilities

- Prepare and record all accounting entries for the university's enterprise units, ensuring proper application of GAAP and timely reporting through institutional systems.
- Continuously review and analyze account activity for the units under your responsibility.
- Prepare and analyze monthly financial statements for all assigned units.
- Monitor budget execution and provide variance analysis against monthly and cumulative plans.
- Review, analyze, and control production costs across assigned units.
- Oversee production orders, including formulas, prior to final settlement of each order.
- Review, analyze, and adjust—upon prior authorization from Financial Management—inventory levels of materials, supplies, work in progress, and finished products for all assigned units.
- Prepare and authorize payment requests, requisitions, service requests, and similar processes through the system to cover material and service needs of the enterprise group.
- Submit income and expense reports to supervisors and unit managers to ensure resource transparency.
- Support the preparation of unit budgets and prepare budget comparisons to project revenues, expenses, and investments.
- Prepare quotations for material and equipment purchases, coordinate with inventory staff to ensure adequate stock, and prevent project delays.
- Issue purchase orders for raw materials needed across enterprise units and peripheral warehouses.
- Administer the revolving fund assigned to enterprise unit operations.
- Prepare weekly treasury reports including deposits, sales invoices (cash and credit), and follow-up for collection.
- Prepare monthly tax reports of taxable and non-taxable invoices for submission to government authorities.
- Manage invoice booklets where systems are not in place.
- Issue credit notes as needed.

Requirements

- Bachelor's degree in public accounting or related field.
- Minimum of 2 years of relevant experience.

Preferred Qualifications

- Solid experience in accounting and administrative functions.
- Inventory management experience.
- Advanced Microsoft Excel skills.
- Proficiency with accounting systems.
- Proven ability to prepare and analyze financial statements.
- Strong knowledge of tax, labor, municipal, and financial regulations.
- Budget preparation and financial planning skills.
- Intermediate English: able to understand key points of standard texts, handle work and study situations, describe experiences, and briefly justify opinions or plans.

Core Competencies

- Service orientation
- Integrity
- Innovation
- Commitment
- Quality focus
- Emotional intelligence
- Proactivity
- Strong communication skills
- Teamwork

How to Apply

Applications must include a cover letter, updated résumé, and contact information (phone number and email), along with three (3) professional references. Documents should be submitted in Word or PDF format to: talentohumano@zamorano.edu

Reference: **Accounting Analyst**

Deadline for applications: **September 30, 2025**

Non-Discrimination Policy

Zamorano University does not discriminate based on ethnicity, race, religion, gender, or nationality in the administration of its educational and admissions policies, financial aid programs, extracurricular activities, employment, or any other institutional practice.