



Foundation
for Puerto Rico

Accounting Jr Associate

Foundation for Puerto Rico's mission is to transform Puerto Rico into a destination for the world by driving sustainable strategies of economic and social development. Our purpose is to discover, link and unleash Puerto Rico's potential as an active participant in the global economy. We envision a prosperous Puerto Rico that realizes its untapped social and economic potential by leveraging the talent, creativity, tenacity, commitment and passion of its people

We're seeking highly motivated students who possess strong technical skills, the ability to work in a fast-paced collaborative environment and wants to join Foundation for Puerto Rico on its mission to drive economic development to our communities by increasing Puerto Rico visibility to the world. More visitors mean more economic activity and jobs to everyone around the island.

Key Responsibilities: Supports accounting operations, perform research, filing, data entry, record and maintain accurate financial records, prepare financial reports, and assist with reconciling accounts, donors reporting and other duties, as needed. Handling sensitive or confidential information with honesty and integrity. Will accomplish organization mission by completing related results as needed.

Key skills and experience may include:

- Must have bachelor or master's degree in accounting.
- Basic understanding of GAAP and financial principles for non-profits
- Excellent interpersonal skills and fully bilingual.
- Exposure to accounting programs, Sage 50 is preferred.
- Excellent academic record.
- Strong problem-solving skills.
- Motivated team player who can maintain efficiency and accuracy when multitasking.
- Proficiency in computers, knowledge in Excel is a must.