



## WE'RE HIRING: **R2R ACCOUNTANT (TEMPORARY POSITION)**

### Role Summary


Your accounting skills will help in the analysis of financial information and preparing financial reports. You will maintain and oversee the accounts and financial records of the company. You will be responsible for preparing the Balance Sheet and Profit and Loss statements, and other accounting schedules and reports. You will update the journals, ledgers, and other records of financial business transactions. You will be responsible for the adherence to and communication of accounting and auditing policies and procedures. You will verify this data for accuracy and prepare reports and reviews based on it. You will also manage data entry activities in the accounting systems.

### Basic Qualifications

- 1+ years of experience in Accounting in shared service center.
- Related basic accounting experience, along with understanding of managing multi-national accounting operations.
- Analytical and critical thinking skills, and attention to detail
- Excellent oral, written, and overall communication skills
- Ability to manage and prioritize diverse workload, adapt to changing priorities and assignments.
- Client Engagement and Customer Relationship Management skills
- English advance level required (verbal and written)
- Proficiency in MS Office, especially Excel, Word, PowerPoint

 Costa Rica

Send us your resume at: [reclutamiento-asepsa@pfizer.com](mailto:reclutamiento-asepsa@pfizer.com) or visit our web site:  
[www.asepsa.com/empleos](http://www.asepsa.com/empleos)

 Contact us: 8583-6435