

## ADMINISTRATIVE ACCOUNTING PROFILE

### FEATURES

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Accounting of several companies:

- Introduction of accounting entries, reconciling accounts,
- Reports to management, conducting quarterly taxes,
- Forecasts of payments and cash management

Billing of one society:

- completion of the billing
- management of the unpaid
- forecasts of charges

Other administrative tasks: file, correspondence, banks ...

### PROFESSIONAL REQUIREMENTS

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- Diploma in Business or FP 2, majoring in accounting
- Advanced user office
- Advanced user of the following programs: contaplus and/ or microlab, Excel, Work, Outlook
- Spanish and Catalan, spoken and written
- Work experience: at least 2 years

We will appreciate: Third-language

### PERSONAL REQUIREMENTS

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- Rigor
- Organization
- Initiative
- Optimism
- Communication
- Transparency

### CONDITIONS

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- Type of contract: unlimited ( 3 months of testing)
- Labour-day: morning shift
- Office hours: from 08.30 am 13.30 pm