

ngena stands for “Next Generation Enterprise Network Alliance”. We provide a central cloud platform that merges the local networks of our international telecommunication alliance partners into a single global Software-Defined Wide Area Network (SD-WAN).



## Accounting Assistant (m/f/d)

Have you always dreamed of working for an international start-up company? Then take this next step into the future and join us as our new colleague for a full-time position in Miami, FL!

### Your new job

- Verifying accounts payables, manage approval workflows, and ensure proper transfer to external bookkeeping service provider for ngena entities in US and Latin America
- Expense report processing and reconciliation
- Support Accountant during the monthly Billing process (creation of customer invoices, collection, and follow-up)
- Preparation of payment runs conducted in cooperation with external bookkeeping agency
- Support in financial analysis and cost variations analysis for local management and HQ in Germany
- Assist in intercompany billing and reconciliation procedures
- Assist in month end and year end activities as required
- Other various responsibilities to assist local team on Finance matters

### Your assets

- You have successfully completed your degree in Accounting / in a Finance related field (or equivalent)
- You're familiar with bookkeeping and basic accounting procedures
- Ideally one or two years of relevant working experience
- Strong analytical, organizational, and problem-solving skills
- Acute attention to detail, ability to prioritize responsibilities to meet required deadlines
- Strong interpersonal skills, ability to effectively communicate with people at all levels and from various backgrounds and cultures
- You're willing to learn, contribute, and grow, and to understand the “why” behind the numbers
- Bilingual in English and Spanish is a must
- Knowledge of VAT/tax specifics in LATAM region is a plus
- Profound knowledge of Microsoft applications such as Excel, Outlook, PowerPoint, and Word

### Your chance

An exciting, dynamic, international start-up environment awaits you with an open corporate culture of flat hierarchies. At ngena, responsibility will be in your hands from the very beginning. You will continuously grow both on the professional and personal front amongst a diverse team of more than 30 nationalities, varied age groups and a wide range of skill-sets. This fusion will prepare you for paving the world with ngena's leading SD-WAN technology.

If you are interested in this challenge, please apply via our recruiting portal:

[ngena.bamboohr.com/jobs/](https://ngena.bamboohr.com/jobs/)