Accounting Generalist (Job Costing exp. req.)

United States · Full-time

Accounting Generalist (Job Costing exp. req.)
Location: Saltillo, Mexico
Competitive Base Salary & Bonus, Private Medical Insurance
Job Type: Full-Time
Typical Hours: 40 hours per week; Flexible start and end times, must work between 10am and 3pm ET
Travel: Not typical; Possible opportunity to travel to US for training
Start Date: January 2027

Accounting Generalist (Job Costing exp. req.) Description

Our client in the manufacturing industry is seeking a bilingual Accounting Generalist to add to their team in Saltillo, Mexico. You will support accounting, financial reporting, inventory analysis, and operational finance across US and Mexican operations. If you have strong job costing experience from your work in the manufacturing or custom construction industry, you could be a good fit for this opportunity. Ideal candidates are organized, analytical, and proactive. You'll be working with a manager who believes in building personal relationships with her colleagues, encourages open communication, and welcomes ideas for continuous improvement. This is a great opportunity to join a company working on unique, interesting projects while offering room for professional growth and increased responsibility over time.

Accounting Generalist (Job Costing exp. req.) Responsibilities

- Prepare journal entries, accruals, reconciliations, and month-end financial reports
- Support accounts payable, accounts receivable, and general ledger activities
- Review general ledger transactions to ensure accurate account coding and project cost allocation
- Perform job costing and project accounting activities
- Ensure expenses are accurately allocated to specific projects
- Analyze financial statements, budgets, and forecasts
- Identify discrepancies and explain variances
- Monitor inventory, analyze operating costs, and investigate discrepancies
- Prepare cash flow reports and monitor receivables and payments
- Assist with collections follow-up
- Maintain accurate data in accounting and ERP systems
- Develop Excel reports, reconciliations, financial analyses, and simple dashboards
- Identify manual tasks that can be simplified/automated; recommend improvements
- Support improvements to inventory, purchasing, and internal control procedures
- Support cross-border accounting efforts; work closely with US management
- Ensure accurate reporting under applicable US and Mexican requirements

Accounting Generalist (Job Costing exp. req.) Qualifications

- Professional fluency in English required
- 3+ years of accounting experience required
- Job costing experience required
- Reconciliation, journal entry, and month-end closing experience required
- ERP and Excel (pivot tables, lookups) experience required
- Cross-border (US/Mexico) accounting coordination experience required

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