

# OMI

<https://omi1.com/job/accounts-payable-specialist/>

## Accounts Payable Specialist

### Company Description

OMI is a technology company that designs and manufactures electrical, mechanical, and computing solutions. Clients come to us with real-world product challenges, and we work hand-in-hand with them to create purpose-built components and integrated systems to solve those challenges.

We specialize in custom electric motors and electro-mechanical systems for industries such as automotive, medical equipment, oil & gas equipment, marine, agriculture, as well as others.

### Responsibilities

Payroll Calculation: Calculate basic salary, overtime pay, welfare subsidies, severance settlements, compensation, personal income tax, social security, etc., and ensure regular, timely, and accurate disbursement.

-Send payroll related information to apply for payment.

-Design, document and implement procedures to streamline payroll processes.

### Role Description

This is a full-time hybrid role for an Accounts Payable Specialist at OMI Motors. The Accounts Payable Specialist will be responsible for managing expense reports, utilizing analytical skills, handling finance, payroll, accounting tasks, and making journal entries. This role is primarily located in Puebla, PUE, with the option for some remote work.

### Government Liaison

Personal income tax, salary tax, and other tax declarations, final settlement; social security registration, payment, and suspension.

-Stay up to date on state and federal payroll and tax laws

-Research and respond to payroll and benefit related inquiries.

### Qualifications

Bachelor's degree in Finance, Accounting, or related field\*

+ 2 years in accounting or related field (desirable)

Experience in managing expense reports, accounts payable, payroll and invoice process.\*

Strong working knowledge of local regulations and policies related to payroll\*

Knowledge of finance and accounting principles\*

Ability to make accurate journal entries, prepare tax return reports and present findings.\*

Ability to maintain a high level of confidentiality.\*

Demonstrated ability to work independently, take ownership of work performance, follow through on assignments.\*

Excellent communication

Strong organizational, analytical and recording skills\*

Detail oriented

At OMI, we value innovation, collaboration, and a commitment to excellence. If you are looking for a dynamic workplace where you can grow and make an impact, this could be the perfect opportunity for you!

### Hiring organization

OMI Motors

### Employment Type

Full-time

### Job Location

Puebla

### Date posted

September 23, 2024