

Finance Assistant

Are you looking to grow your career in finance within an international and fast-paced environment? Join Monjasa Brazil and become part of a collaborative global Finance team supporting operations across the Americas.

In this role, you will gain hands-on experience in daily finance operations while working closely with our Controller in Rio de Janeiro and regional team, playing a key role in ensuring continuity, accuracy, and efficiency in our financial processes.

Job Description

As our new Finance Assistant, you will support day-to-day finance and accounting activities in Brazil. This is an operational role focused on execution, coordination, and administrative financial support.

You will work closely with the Controller and assist in maintaining organized and accurate financial records, while helping ensure continuity in routine finance processes.

Areas of Focus

Core Finance Tasks

- Execute bank payments and monitor daily transactions
- Process credit card expenses and employee reimbursements
- Enter and manage vendor invoices in the system
- Perform routine bank reconciliations
- Apply incoming payments and support treasury coordination
- Assist in preparing documentation for monthly closing

Administrative Support

- Support recurring payments (rent, utilities, maintenance)
- Coordinate office-related purchases and recurring services payments
- Assist with local administrative tasks as required

Your Professional Skills

- Bachelor's degree (or ongoing studies) in Accounting, Finance, or related field
- +2 years of experience in finance or accounting support roles
- Familiarity with Brazilian banking systems (e.g., Itaú)
- Experience with ERP systems (NAV is a plus)
- Strong Excel skills
- Fluent in English

Your Personal Skills

- Strong sense of responsibility and ownership.
- Team player with good communication skills.
- Proactive with a hands-on approach.
- Comfortable working in a dynamic, multinational environment.
- Willingness to take on new responsibilities and support cross-functional teams