

The Italian Trade Agency of Chicago is seeking to fill the position of Junior Accountant.

Job description

- Keep track of employee sick days, personal hours and vacation requests.
- Monitor budgets for multiple promotional activities, which includes updating with estimated costs and final payments to various providers
- Enter data and upload documents into various databases.
- Enter all monthly expenses in Oracle using specific instructions from headquarters in Rome.
- Conclude promotional initiatives via software provided by headquarters.
- Assist accountant with end of month closing.
- Assist in monitoring and invoicing services provided to Italian companies and send relative information to headquarters in Rome.
- Make photocopies of all monthly payments and send all originals via courier to headquarters in Rome.
- Assist accounting department, and other colleagues, with various administrative tasks.

Qualifications and experience

- Bachelor's degree and a minimum of two years' experience in accounting
- Orientation to detail, excellent organizational, interpersonal and communication (written and oral) skills
- Skillful use of applications: MS office, particularly Word and Excel, internet, email and Oracle.
- Advanced knowledge of Italian (oral and written)
- Professional appearance and demeanor
- Respect of deadlines

Salary and Compensation

Compensation will be based on applicant's experience and will range from \$3,000 to \$3,200.00 gross of taxes and any other dues. Position is full time. Health insurance will be provided after a three month trial period.

Employment Status

Applicants must be legally authorized to work in the US, i.e. be a US citizen or have a green card. The Italian Trade Agency will not sponsor any employees.

The Italian Trade Agency:

ITA - Italian Trade Agency is the Governmental agency that supports the business development of our companies abroad and promotes the attraction of foreign investment in Italy.

With a motivated and modern organization and a widespread network of overseas offices, ITA provides information, assistance, consulting, promotion and training to Italian small and medium-sized businesses. Using the most modern multi-channel promotion and communication tools, it acts to assert the excellence of Made in Italy in the world.

Some of the services provided are:

- identification of possible business partners
- bilateral trade meetings with Italian companies
- trade delegation visits to Italy
- official participation in local fairs and exhibition forums
- seminars with Italian experts.

The **ITA Chicago office** specializes in machinery, major food retailers and publishing, among other sectors. More information on the Italian Trade Agency activities in the US is available at www.ice.it.

Inquiry Submission Particulars

All inquiries must include a cover letter, resume, copy of degree, a self-declaration of no pending criminal charges, photo identification and proof of residence. All documentation should be submitted via email to chicago@ice.it specifying in the subject line Junior Accountant Position, by January 12, 2017.