

Accountant (60%)

Position	Accountant
Contract	Permanent contract 60%, starting 1 May 2020 at the latest
Location	Caux (above Montreux)
Reporting line	HR, Finance and Premises Director

Purpose of the post

- The accountant is responsible for the entire accounting process
- He/she reports to the Finance, HR and Premises Director proactively
- He/she provides financial support to the Head of Departments

Main responsibilities

- to manage accounting entries
- to provide assistance in specific HR activities
- to overview the financial transactions of the Seminar Center and the Forum activities
- to handle the accounting closing: quarterly and year-end
- to participate in the budget and cash flow process
- to support Fundraising and grant allocation
- to manage the billing process
- to organize payments

Main tasks

- Process the receipts into the accounting system
- Register donations and rent payments
- Cost center and accounts codification
- Social insurances reconciliation
- Handle cash desk in Caux
- Monitor cash desk in Geneva, contact with the person in charge
- Monitor bank and credit card transactions
- Manage online payment accounts
- Reconcile Seminar Center revenue
- Prepare quarterly reporting and support forecast process, including cash forecast
- Quarterly VAT declarations
- Reconcile accounts for year-end closing
- Documentation of fund movements
- Grant allocation and Fundraising support
- Prepare documents for audit
- Prepare invoices and monitor payments
- Yearly tax declarations
- Accounting of Caux Books
- Give support on other tasks upon request

Job Specifications

- Several years of professional accounting experience, ability to work in autonomy
- Good organizational skills
- Very good French and English knowledge; basic German knowledge
- Good communication and relationship skills
- Good knowledge of Swiss accounting law
- Good knowledge of MS-Office, SAGE

To apply

Please send your motivation letter, CV and certificates to hr@caux.ch.