

Accountant (60%)

Position	Accountant
Contract	Permanent contract 60%, starting as soon as possible
Location	Caux (above Montreux) or Geneva
Reporting line	HR, Finance and Premises Director

Purpose of the post

The accountant is responsible for the entire accounting process
Report 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 Seminar Center and 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

- Processing of receipts into the accounting system
- Registering 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
- Preparing invoices and monitor payments
- Yearly tax declarations
- Accounting of Caux Books
- Giving support on other tasks upon requests

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.