



ITALIAN TRADE AGENCY

Houston Office

## JOB OPENING

### ACCOUNTANT POSITION

#### **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.

The **ITA Houston Office** specializes in the promotion of Made in Italy in the following sectors: Aerospace Industry, Agricultural Machinery and Equipment, Athletic Field Equipment, Construction and Earthmoving Equipment, Fitness Center Equipment, Flat Glass, Glass Working Equipment, Jewelry (Fine and Costume), Jewelry Making Machines, Mining Equipment, Oil and Gas Equipment, Pet products, Playground and Amusement Park Equipment, Professional Dry-cleaning and Laundry Equipment, Recreational Firearms, Religious and Funerary Articles, Sporting Goods, Textile Machinery, Finishing and Laundering Equipment, Toys and Games, Woodworking Equipment, Work Safety Equipment (including Safety Apparel).

More information on the Italian Trade Agency activities in the US is available at [www.ice.it](http://www.ice.it).

#### **Job description**

The Italian Trade Agency (ITA) – Houston Office is seeking **n. 1 full time Accountant (A2)**.

The ideal candidate must manage the administrative activities of the ICE office in Houston and carry out monthly accounting records, according to the following tasks:

- Prepare administrative documents relating to office orders for goods and services;
- Make office payments;
- Manage the office's monthly accounting with the help of the accounting software used by the office (Oracle);
- Support the office staff for administrative and accounting aspects;
- Manage and monitor the budget assigned to the office, both for promotional and institutional activities;
- Manage office depreciable assets;
- Manage the daily attendance of office staff;
- Prepare the administrative documentation relating to the hiring of staff, both through a staff agency and directly from the office



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### **Mandatory Requirements**

- Permanent residency (US Citizen or Green Card holders). **ITA does not sponsor a working Visa.**
- Technical-commercial high school diploma is required, or a university degree in the same area of specialization;
- Fluent in English and Italian (spoken and written);
- Proficiency in Microsoft Office (Word, Excel, Power Point).

**Candidates lacking even one of the above-listed requirements will not be considered.**

### **Preferential requirements**

- Experience in working with governments or public institutions internationally and/or in USA;
- A minimum of 2 years in accounting;
- Excellent interpersonal, organizational, and communication skills;
- Multitasking ability;
- 1 or more qualified references from prior employers.

### **Work location**

Italian Trade Agency  
777 Post Oak Blvd – Ste 320, Houston TX 77056

### **Salary and Compensation**

Monthly compensation will be \$ 4,800.00, gross taxes and any other dues, plus a 1 monthly salary (for a total of \$ 62,400.00 yearly) and a yearly bonus based on performance and availability of funds.

Due to the fiscal status of the Italian Trade Agency in the US, the candidate shall be solely and fully responsible for taxes and all related fiscal requirements requested by US laws, both at federal level and state level.

Health insurance coverage will be offered.

### **Duration**

Full time job.

40 hours per week from 9 a.m. to 5 p.m. Mon-Fry including 1 hour lunch break.



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### **Application Process**

Interested candidates must:

1. Fill out the [online application form](#)
2. Submit **the following documents, ONLY BY EMAIL, to: [f.giustarini@ice.it](mailto:f.giustarini@ice.it)**

**Attn. Mr. Fabrizio Giustarini**, Trade Commissioner ITA Houston, specifying in the subject line **“Accountant”**:

- a) Resume;
- b) Copy of qualification (degree or diploma);
- c) Copy of US passport or green card;
- d) Substitutive declaration of possession of requirements (attached), duly filled in and signed;
- e) Any other document useful to assess previous experience or qualifications (ex. Writing samples).

3. In consideration of the urgency of filling the position, the **deadline** for submitting the applications is set for **June 14th, 2024, at 1:00 pm - CST**.

No application arriving beyond the deadline can be accepted.

### **Selection procedure**

ITA will acknowledge receipt of all applications, but **only candidates who meet the above-listed mandatory requirements will be invited to move forward in the selection process**.

**Candidates admitted to the selection procedure will receive an invitation via email.**

The selection will take place in person at the ITA Agency’s Office (777 Post Oak Blvd – Ste 320, Houston TX 77056).

The candidates will be selected by a Commission of three members appointed by the Trade Commissioner of ITA Houston among the permanent staff of ITA Houston/Consulate General of Italy or other Italian public institutions present in the Country.

The selection procedure will involve skill testing, as follow:

**1. Written test (up to 50 points) – June 18th, 2024, at 10:00 am - CST**

The test is aimed to assess relevant knowledge, language included, and strength of reasoning - **Multiple choices (30 questions - 30 minutes)** on the following subjects: ITA’s activity, Italian language, accounting.

**The candidates must score at least 30 points to be admitted to the practical test.**



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**2. Practical test (up to 20 points - 15 minutes) - June 18th, 2024, at 11.00 am - CST.**

The test is aimed at assessing IT skills.

**The candidates must score at least 12 points to be admitted to the practical test and to the assessment interview.**

**3. Assessment Interview (up to 20 points - 20 minutes) - June 18th, 2024, at 11.30 pm - CST.**

The interview - in English and in Italian - is aimed to assess the motivation, organizational skills, and strength of reasoning.

**The candidates must score at least 12 points to be admitted to the linguistic interview.**

**4. Linguistic Interview to verify language skills (up to 10 points – 10 minutes) - June 18th, 2024, at 11.30 pm - CST.**

**The candidates must score at least 6 to be eligible and shortlisted.**

After testing, each candidate will be ranked on a **100 points scale**.

**The list will be published on the ITA website.**

The position will be offered to the eligible candidate with the **highest score** unless he/she intends to withdraw, resign, or ITA finds later that he/she lacks the eligibility requirements: in such a case, the position will be offered to the next ranked eligible applicant, according to a list that will remain valid for 24 months.

The recruitment is subject to a no-objection statement from the Italian Embassy in the USA. After the final selection of candidates, the contract will be awarded and become effective only upon receiving such an official statement, which will take approximately 45 days.

**Important Notice**

**This selection could be suspended and/or canceled at any moment and for any reason or no reason by ITA at its sole discretion, without creating by obligation and/or expectation or reliance on the part of eligible candidates.**

Please note that as an entity that forms part of the Italian public sector, ITA must apply the principles of loyalty, fairness and transparency in any transaction it may enter into and in any dealing, with its partners, customers and suppliers ("Code of Conduct"). A copy of ITA Code of Conduct is available at [www.ice.it](http://www.ice.it), "Chi siamo" - "Amministrazione Trasparente" (Transparent Administration) – "Disposizioni generali" (General provisions) – "Atti generali" (Acts of general application) – "Code of conduct". ITA does not discriminate on the grounds of age, sex, sexual orientation, marital status, disability, color, race, religion or country of origin in the application of its employment policies, including but not limited to recruitment, training and promotion. Provided that every requirement of education, skill, technical qualifications and experience are met, the criterion for selection will be the ability to perform the job under the specified conditions of service. All personnel will be given equal opportunity, based on performances and competencies.

## DICHIARAZIONE SOSTITUTIVA POSSESSO REQUISITI

Nome:	[.....]
Data e luogo di nascita:	[.....]
Posizione per cui si candida:	ACCOUNTANT
Indirizzo postale:	[.....]
Telefono: o: E-mail:	[.....] [.....]

### IL CANDIDATO DICHIARA DI:

Essere cittadino americano o essere in possesso di carta verde	<input type="checkbox"/> Sì <input type="checkbox"/> No
Essere fiscalmente residente negli USA	<input type="checkbox"/> Sì <input type="checkbox"/> No
Non aver riportato condanne penali e non avere carichi pendenti:	<input type="checkbox"/> Sì <input type="checkbox"/> No

Il sottoscritto dichiara formalmente che le informazioni sopra riportate sono veritiere e corrette e che è consapevole delle conseguenze, anche di natura penale, di una grave falsa dichiarazione, previste dall'ordinamento italiano e dall'ordinamento locale.

Il sottoscritto autorizza formalmente ICE Agenzia a svolgere un background check volto a verificare il possesso dei requisiti richiesti e la veridicità delle dichiarazioni rese.

Il sottoscritto si impegna a presentare la documentazione attestante quanto sopra dichiarato nel caso in cui, al termine del processo di selezione, risultasse vincitore.

Tale documentazione dovrà pervenire alla sede di Los Angeles entro 30 gg. dalla data in cui gli esiti della selezione verranno comunicati.

[Luogo e data]

[firma]

## INFORMATIVA SULLA PROTEZIONE DELLE PERSONE FISICHE CON RIGUARDO AL TRATTAMENTO DEI DATI PERSONALI

### Regolamento (UE) 2016/679, art. 13

Il trattamento dei dati personali è improntato ai principi di liceità, correttezza e trasparenza a tutela dei diritti e delle libertà fondamentali delle persone fisiche. A tal fine, si forniscono le seguenti informazioni:

1. Il titolare del trattamento è l'ICE – Agenzia per la promozione all'estero e l'internazionalizzazione delle imprese italiane (di seguito solo ICE-Agenzia) che, nel caso specifico, opera per il tramite dell'Ufficio di Houston, 777 Post Oak Blvd #320 – Houston, TX 77056 – [houston@ice.it](mailto:houston@ice.it)
2. L'ICE – Agenzia dispone di un responsabile della protezione dei dati personali che, in caso di quesiti o reclami, può essere contattato ai seguenti recapiti: ICE – Agenzia per la promozione all'estero e l'internazionalizzazione delle imprese italiane - Via Liszt, 21 – 00144 Roma; e-mail: [privacy@ice.it](mailto:privacy@ice.it).
3. I dati personali chiesti sono necessari per la selezione dell'operatore economico a cui sarà affidata la prestazione oggetto dell'appalto.
4. Il conferimento dei dati è un obbligo previsto dalla normativa italiana e l'eventuale rifiuto a fornire i dati chiesti comporta l'esclusione dalla procedura di selezione o dall'affidamento.
5. Il trattamento sarà effettuato in modalità manuale o informatizzata da personale appositamente incaricato.
6. I dati saranno comunicati agli organi di controllo interni ed esterni dell'ICE-Agenzia. Con la firma della presente informativa, l'interessato dà il suo consenso alla comunicazione dei predetti dati anche alle competenti autorità locali per la loro verifica e alla pubblicazione degli elementi essenziali del contratto stipulato nel sito internet del committente conformemente alla normativa italiana sulla trasparenza dei contratti pubblici.
7. I dati sono conservati per un periodo minimo di 5 anni a decorrere dal momento in cui ha termine il rapporto contrattuale per completamento dell'esecuzione o per altra ragione, ivi inclusa la risoluzione per inadempimento. Questo termine è sospeso in caso di avvio di un procedimento giudiziario.
8. L'interessato può chiedere l'accesso ai propri dati personali e la loro rettifica. In questi casi, l'interessato dovrà presentare apposita richiesta ai recapiti indicati al punto 1, informando per conoscenza il responsabile della protezione dei dati dell'ICE-Agenzia ai recapiti indicati al punto 2.
9. Se ritiene che i suoi diritti siano stati violati, l'interessato può presentare un reclamo al responsabile della protezione dei dati dell'ICE-Agenzia. In alternativa, può rivolgersi al Garante per la protezione dei dati personali (Piazza di Monte Citorio 121, 00186 Roma, tel. 0039 06 696771 (centralino), e-mail: [garante@gpdp.it](mailto:garante@gpdp.it), pec: [protocollo@pec.gpdp.it](mailto:protocollo@pec.gpdp.it)) o all'autorità giudiziaria.

[Luogo, data]

Firma dell'interessato per presa visione e accettazione