



**JOB OPENING
ACCOUNTANT POSITION
ITALIAN TRADE AGENCY, MIAMI OFFICE**

The Italian Trade Agency

The Italian Trade Agency (ITA) is the Governmental Agency that supports the business development of Italian 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 small and medium-sized Italian businesses. Using the most modern multi-channel promotion and communication tools. ITA acts to assert the excellence of Made in Italy in the world.

Job Location

Italian Trade Agency, Miami Office
1 SE 3rd Avenue, Suite 1000
Miami, FL 33131

Job Description

ITA Miami office is currently seeking to fill a full-time Accountant position.

Responsibilities

- Manage the financial accounting and reporting operations of the office;
- Prepare and manage an annual office expense budget in addition to budget of numerous promotional projects;
- Oversee the process of awarding and executing all contracts for goods and services according to the Italian Public Contracts Code;
- Oversee the human resources aspects of the office including hiring, monitoring, and enforcing policies and procedures.
- Note, that the agency is tax exempt entity, and no preparation of financial statements and tax related practices are required

Requirements

- US citizenship or permanent residency (**visas with work permits are not accepted**)
- Bachelor's degree (or higher) in Accounting and/or accounting / financial administration experience



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- Oral, written and verbal proficiency in English and Italian.
- Proficiency in Microsoft Office (especially word and excel)
- Good attitude towards different accounting software (all in Italian)

Candidates's application that do not meet the above-mentioned requirements will be not considered.

Salary and Compensation

Compensation will be \$45,500 per year (not negotiable).

Due to the fiscal status of the Italian Trade Agency in the US, the candidate shall solely and fully be responsible for the payment of taxes and all related fiscal obligations, as per US federal, state, and local laws.

Health insurance coverage and paid time off will be offered in addition.

Application Process

Interested candidates must submit the following documents, **ONLY BY EMAIL** to: miami@ice.it, with the subject line "Application for Accountant Position":

1. Resume with full address and telephone number
2. Copy of bachelor's degree certificate and/or references of previous working experience in the same field
3. Copy of US passport or Permanent Resident Card (Green Card)
4. Copies of US ID and DL
5. Job Application form fully completed

Deadline: Thursday, January 20, 2022, at 5:00 pm (EST).

Selection Procedure

Candidates who meet the above-mentioned requirements will be contacted **by Friday January 21, 2022, by email**, to move forward with the selection process, which will be broken down into two phases as follows:

Phase 1 – Monday or Tuesday, January 24 or 25, 2022

Online written test in Italian and English on the subject of accounting.

- Financial accounting principles
- Journal entries
- Office's Bank and vendors' relations



The written test is worth a maximum of 50 points, the candidate must score at least 35 points to be admitted to the next phase.

Phase 2 – Thursday or Friday, January 27 or 28, 2022

Online practical test and interview in English and Italian about the same topics of Phase 1.

The practical test is aimed to ascertain IT skills, and it is worth a maximum of 15 points.

The interview, worth a maximum of 35 points, will focus on skills, qualifications, motivation, suitability of the position, and language proficiency. Among other things, the candidate will be asked to translate a text from English to Italian.

Upon completion of the second phase, each candidate will be ranked on a 100-point scale. Candidates who score above 70 (out of 100 points) will become eligible and shortlisted by their scores in descending order, with the highest scoring on top.

The position will be offered to the eligible candidate with the highest score. If the candidate declines the offer, or ITA later find that he/she lacks the eligibility requirements, the position will be offered to the next candidate on the short list, and so on. The short list that will remain valid for 6 months.

Important Notice

This selection could be suspended and/or cancelled at any moment and for any reason by ITA at its full discretion, without creating any obligation, expectation, or reliance on the part of eligible candidates.