

Los Angeles Office

## **JOB OPENING**

### **ACCOUNTANT ASSISTANT**

The Los Angeles Office of the Italian Trade Agency (ITA) is seeking 1 part-time **Accountant Assistant**.

#### **Work location**

Italian Trade Commission  
1900 Av. of the Stars, Los Angeles, CA, 90067

#### **Job description**

- 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.
- Keep track of employee sick days, personal hours and vacation requests.
- Assist accountant with end of month closing.
- Assist in monitoring and invoicing services provided to Italian companies and send relative information to headquarters.
- Assist accounting department, and other colleagues, with various administrative tasks.

#### **Requirements**

- Bachelor's degree
- Proficient in English and Italian, both written and spoken;
- Skillful use of MS office (Word, Excel, Power Point) internet, email, google suite;

- orientation to detail and client service, excellent organizational, interpersonal and communication skills;
- professional appearance and demeanor.

**Candidates lacking even one of the above listed requirements will not be selected for an interview.**

Moreover, preferences will be given to candidates with the additional skills and qualifications:

- a minimum of 1 years' experience in a similar role
- experience in accounting
- previous experience in Trade Promotion Organizations

### ***Salary and Compensation***

Monthly compensation **will be \$ 1,848.75, gross of taxes and any other dues, 1 monthly salary plus and a yearly bonus based on performance and availability of funds Health insurance benefits will be provided.** The position is part - time i.e. 20 hours per week (4 hours per day) at ITA Los Angeles office.

Yearly compensation will be approximately **\$24,033.75 (for our per day)**

Due to the fiscal status of 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.

### ***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 applicants. Please state clearly your current status in the application.



## **Application Process**

### **Document submission**

1. Interested candidates must submit their **resume**, **ONLY BY EMAIL**, to: **losangeles@ice.it**, Attn. Mr. Florindo Blandolino, specifying in the subject line **“Accountant Assistant”**, along with the following documents:

- copy of bachelor’s degree certificate;
- copy of US passport or green card;
- any other document useful to assess previous experience or qualifications (ex. Writing samples)

2. Fill out the **online application form**

**Deadline: November 4, 2019 at 12:00 pm (PST)**

**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 requirements will be invited to move forward in the selection process**. Please note that the selection process includes the passing of a written test:

1. **Written test** in English and in Italian (**November 11, 2019**)  
The candidates must score **up to 50 points and must score at least 30 points** to be admitted to the Practical test.  
The written test is aimed to ascertain relevant knowledge, language included, and strength of reasoning.
2. **Practical test and Interview in English and Italian (November 13 -14, 2019)**.  
The practical test is aimed to ascertain IT skills (**up to 20 points**). The interview, conducted either in Italian or English, will focus on skills, qualifications, motivation and strength of reasoning (**up to 30 points**).

After testing, each candidate will be ranked on a **100 points scale**. **Only candidates who scored at least 70 (out of 100 points) will become eligible and shortlisted.**

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 applicants, according to a list that will remain valid for 6 months. The list will be published on the ITA website.

**IMPORTANT NOTICE**

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

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***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 Los Angeles office** specializes in the promotion of high tech, environment technology and green energy, life science, entertainment industry, chemicals and pharmaceutical products, bicycles and motorcycles, among other sectors. More information on the Italian Trade Agency activities in the US is available at [www.ice.it](http://www.ice.it).*

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*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.*

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

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".