



**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 3<sup>rd</sup> 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 numerous project budgets;
- Create bid requests and oversee the process of awarding and executing all contracts for goods and services according to the Italian Public Contracts Code;
- Oversee the organization of marketing projects and events that promote the internationalization of Italian companies, including tradeshows, exhibitions, networking events and incoming buyer missions;
- Oversee the human resources aspects of the office including hiring, monitoring, and enforcing policies and procedures.

**Requirements**

- US citizenship or permanent residency (visas with work permits are not accepted)
- Bachelor's degree or higher



ITALIAN TRADE AGENCY

- Oral and verbal proficiency in English and Italian.
- Proficiency in Microsoft Office
- Accounting or business administration experience

Candidates who do not meet the above-mentioned requirements will not be 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.

### **Application Process**

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

1. Resume
2. Copy of bachelor's degree certificate
3. Copy of US passport or Permanent Resident Card (Green Card)
4. Job Application form

**Deadline: July 2, 2021 at 5:00 pm (EST).**

### **Selection Procedure**

Candidates who meet the above-mentioned requirements will be contacted by July 9, 2021, to move forward with the selection process, which will be broken down into two phases as follows:

#### **Phase 1 - July 12-13, 2021**

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

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 - July 15-16, 2021**



Online practical test and interview in English and Italian.

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.





ITALIAN TRADE AGENCY

Job Application (Miami Office)

Applicant Information

Full Name: Last First M.I. Date:

Address: Street Address Apartment/Unit # City State ZIP Code

Phone: Email

Date Available: Social Security No.: Desired Salary:\$

Position Applied for:

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO
Have you ever worked for ITA? YES NO If yes, when?
Have you ever been convicted of a felony? YES NO

If yes, explain:

Education

High School: Address:

From: To: Did you graduate? YES NO Diploma:

College: Address:

From: To: Did you graduate? YES NO Degree:

Other: Address:

From: To: Did you graduate? YES NO Degree:

References

Please list three professional references.

Full Name: Relationship:

Company: Phone:

Address:

Full Name: Relationship:

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

**Previous Employment**

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
May we contact your previous supervisor for a reference? YES NO

**Disclaimer and Signature**

*I certify that my answers are true and complete to the best of my knowledge.*  
*I understand that false or misleading information in my application or interview may result in the immediate termination of my relationship with the Italian Trade Agency.*  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_