

## **RECRUITING ANNOUNCEMENT – Position immediately available**

ITA Los Angeles is seeking to fill a position of Assistant Accountant.

The position is temporary (9-12 months) and can be a full or part-time job.

The candidate will be hired through the services of a temporary employment agency.

### ***Job description***

- monitor budgets for multiple promotional activities, which includes updating with estimated costs and final payments to various providers, write or edit purchase orders
- 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
- assist accountant with end of month closing
- assist in monitoring and invoicing services provided to Italian companies and send relative information to headquarters in Rome
- make photocopies of all monthly payments and send all originals via courier to headquarters in Rome
- assist accounting department, and other colleagues, with various administrative tasks

### ***Qualifications and experience***

- bachelor's degree
- advanced knowledge of Italian (oral and written) a must
- experience in other TPO a plus
- experience in accounting a plus
- orientation to detail, excellent organizational, interpersonal and communication (written and oral) skills
- skillful use of applications: MS office, particularly Word and Excel, internet, email and Oracle.
- professional appearance and demeanor

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

Compensation will be based on applicant's experience and will range from \$2,800.00 to \$3,000.00 gross of taxes and any other dues for a full-time position. A part-time can also be considered.

### ***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 employees.

### ***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).

### ***Inquiry Submission Particulars***

All inquiries must include a resume. The documentation should be submitted via email to [losangeles@ice.it](mailto:losangeles@ice.it) specifying in the subject line Assistant Accountant Position, by September 16, 2018.

**ITA will acknowledge receipt of all applications, but only candidates selected for an interview will be contacted.**