



People of Action

Rotary is a global network of 1.2 million neighbors, friends, leaders, and problem-solvers who see a world where people unite and take action to create lasting change – across the globe, in our communities, and in ourselves. Rotary's members hail from more than 200 countries and geographical areas. For more than 110 years, Rotary's people of action have used their passion, energy, and intelligence to take action on sustainable projects. From literacy and peace to water and health, we are always working to better our world, and we stay committed to the end.

The Europe/Africa Office, situated in Zurich, is part of the Rotary International Secretariat with its headquarters in Evanston, Illinois/USA. Our mission is to provide efficient and high quality service to Rotarians in Europe and Africa and support them in attaining the objectives of Rotary.

Our Financial Services Department in Zurich has an opening for an

Accountant in Accounts Receivable (100%)

Your Duties

This position comprises general Accounts Receivable tasks such as recording of incoming funds in multiple currencies, bank reconciliations, invoicing and investigating various queries/issues. It also offers a great deal of contact with our constituents based in the assigned regions.

Requirements

- Certification in Accounting and/or three years' experience in Accounts Receivable
- Very good English language skills (written and spoken), with good knowledge of one of the major European languages
- Excellent PC Skills (MS Excel) and familiarity with accounting software PeopleSoft an advantage
- A strong orientation towards "customer service"
- Ability to work independently as well as within a team
- Ability to work with a flexible approach as per our business cycles

What we offer

Passion and engagement abound at Rotary International. In exchange for hard work and dedication, our employees are rewarded with flexible schedules, comprehensive benefits and an interesting job opportunity in an inspiring international environment within one of the world's principal service organizations.

International Team



Partially funded health care



40 Hour Week



5 Weeks of Holidays



Come and join us – submit your application in English [online](#) and include a motivation letter, your curriculum vitae and at least three reference letters.

Contact

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Visit www.rotary.org to learn more.

