



People of Action

Rotary is a global network of 1.4 million neighbours, 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. For more than 115 years, Rotary's people of action have used their passion, energy, and intelligence to take action on sustainable projects.

The Europe/Africa Office, situated in Zurich, is part of the Rotary International Secretariat with its headquarters in Evanston, Illinois/USA. The mission of our 40 employees is to ensure that Rotarians in Europe and Africa feel an outstanding member experience and support on their journey towards attaining the objectives of Rotary.

Our long-term colleague is retiring, and our Finance-Team is now looking for an

Accounts Receivable Accountant / 100% / Zurich

Your Contributions to the Team

- You record receivable transactions for Rotary International and the Rotary Foundation in multiple currencies, ensuring accuracy, efficiency, and compliance with accounting standards
- You reconcile our cash accounts on a monthly basis
- You investigate and resolve discrepancies or issues related to invoicing or payments and prepare reports and analyses as required by our financial environment
- You monitor accounts to ensure timely collection and follow up on overdue accounts
- You support our Rotary members regarding inquiries, payment status, and account balances
- You collaborate with cross-functional teams in driving improvement initiatives

What you bring

- A certification in accounting or equivalent experience in Accounts Receivable, working with multiple currencies
- Proficiency in English and French. German and/or Spanish is considered an asset
- High team-spirit with the appreciation of working independently in a multicultural environment
- Accounting software skills (Oracle), experience with e-banking systems, and excellent MS Office skills
- A strong orientation towards customer service, good organizational and time management skills
- Ability to work with a flexible approach as per our business cycles

Are you our new team member?

As our ideal candidate you can relate to the following Self-Leading Attributes:

- **Collaboration** – Build partnerships and works jointly with others to meet shared objectives.
- **Presence** – You are able to demonstrate composure and confidence and display a professional presence.
- **Productivity** – You strive to produce consistently excellent results that will help Rotary achieve its goals.
- **Adaptability** – You respond to changes with a positive attitude and recognise when to adjust based on the situation.

We offer

- An interesting job opportunity in an inspiring international environment within one of the world's principal service organizations
- Comprehensive social benefits
- 40-hour work week
- Flexible working hours with the option of two weekly home office days
- 5 weeks' vacation

Come and join us – submit your application in English [online](#) and include a motivation letter, your curriculum vitae and reference letters. We will review the applications and conduct phone interviews on an ongoing basis. Kindly note that we are unable to offer any kind of visa or work-permit sponsorship for this role.

Contact

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Visit www.rotary.org to learn more.