



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. Visit www.rotary.org to learn more.

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 Financial Services Team in Zurich has an opening for a temporary

Accounts Receivable Accountant – 50%

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

- Experience in Accounts Receivable and working with multiple currencies
- Proficiency in **English and Italian**. 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

What we offer

A thorough training in the required tasks and an interesting temporary job opportunity in an inspiring international environment within one of the world's principal service organizations. We anticipate a period of six months, with the possibility of extension.

Kindly note that the work contract will be administered through a third-party company.

Come and join us – submit your application in English to hr.rieao@rotary.org

Contact

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