



## Accountant 10% (ideally volunteer)

### Job objective:

As JC2033's Accountant, you provide professional bookkeeping and accounting for JCFriends, a non-profit association.

### Le travail :

We are looking for an Accountant to handle all financial transactions, ongoing and irregular payments, and to manage income and donations.

The responsibilities of the accountant include checking financial documents and procedures, reconciling bank statements; calculation and payment of taxes and social insurance. To be successful in this role, you need to have previous accounting experience and a flair for spotting numerical errors.

Ultimately, you will provide us with accurate information about the financial situation of our association, while ensuring that we are in compliance with all legal requirements.

### Responsibilities :

- Manage all accounting transactions, payments and donations
- Prepare budget forecasts
- Prepare quarterly financial reports
- Payroll management, including income tax, AVS, LPP, LAA, annual salary certificates
- Annual tax return
- Manage annual closures
- Reconcile accounts payable and receivable
- Report on the financial health and liquidity of the association
- Comply with financial policies and regulations

### Requirements:

- Studies or training in Accounting / Finances or relevant
- Experience working as an accountant
- Excellent knowledge of accounting regulations and procedures
- Hands-on experience with accounting software
- Advanced skills in MS Excel
- Great attention to detail and good analytical skills

### Work place :

Home Office or office in St-Prex. Monthly, then quarterly meetings in St-Prex.

### Start date :

January 2021

### We offer :

You are part of a motivated team, work in a very pleasant working environment, have the opportunity to design your own scope of work and to contribute and implement your own creative ideas.

### Interested?

If you are interested in the above opportunity, please send your CV and cover letter to Barbara Allan ballan@jc2033.world or contact her by phone if you have any questions on +41 21 999 2033.

# Treasurer (volunteer)

## Global:

- Oversee the financial affairs of the association and ensure that they are legal, constitutional and in accordance with accepted accounting practices.
- Ensure that proper records are kept and that effective financial procedures are in place.
- Monitor and report on the financial health of the association.
- Oversee the production of necessary financial reports / statements, accounts and audits.

## More precisely:

- Liaise with relevant staff, committee members and / or volunteers to ensure the financial viability of the association.
- Make other committee members aware of their financial obligations and take the lead in interpreting financial data for them.
- Regularly report on the financial situation during committee meetings (balance sheet, cash flow, fundraising performance, etc.).
- Oversee the production of an annual budget and propose its adoption at the last meeting of the previous fiscal year.
- Ensure that appropriate records are kept and that effective financial controls and procedures are in place, i.e. :
  - o Payment signatories
  - o Purchase limits
  - o Purchasing systems
  - o Salary payments
  - o Pensions
  - o Payments
  - o Others as appropriate
  - o Assessment of the financial viability of plans, proposals and feasibility studies.
  - o Lead the appointment and liaison with auditors / independent reviewers.

## Requirements:

- Knowledge and experience of current financial and fundraising practices relevant to nonprofit organizations.
- Knowledge of bookkeeping and financial management (if required).
- Good financial analysis skills.
- Ability to communicate clearly.