



ITALIAN TRADE AGENCY

ICE - Italian Trade Commission

Trade Promotion Section of the Italian Embassy

Chicago Office

JOB ANNOUNCEMENT

JUNIOR ACCOUNTANT

The Italian Trade Commission, aka Italian Trade Agency (ITA), office in Chicago is part of the Agency for the promotion abroad and the internationalization of Italian companies, a governmental entity based in Italy; please find more information below here and at www.ice.it/en. The office is going to hire a junior accountant to assist with several tasks, as described in what follows.

Job description

- Handle supply contracts for the office and monitor usage and availability of material and equipment
- Support the Director in handling human resources issues, e.g. drafting contracts, applying existing regulations and providing access to training opportunities
- Monitor budgets for multiple promotional activities, updating relevant worksheets with estimated costs and final payments to various providers
- Correspond with relevant offices at ITA's headquarters about various issues
- Prepare and finalize agreements with local or Italian Universities to host interns
- Use accounting and reporting software applications
- Enter data and upload documents into various databases.
- Assist with monitoring and invoicing services provided to Italian companies
- Assist the Director, the Administration, accounting and human resources (Aahr) team and other colleagues with various administrative tasks, as needed.

Qualifications and experience

- High school diploma
- A minimum of two years' experience in accounting
- Orientation to detail, excellent organizational, interpersonal and written and oral communication skills
- Skillful use of applications: MS office, particularly Word and Excel, internet, Google suite and Oracle.
- Advanced knowledge of Italian (oral and written)
- Professional appearance and demeanor

ICE – Ufficio di Chicago
401 North Michigan Avenue, Suite 1720
Chicago, IL – 60611 – Stati Uniti d'America
e-m chicago@ice.it
t +1 312 670 4360 f +1 312 670 5147
www.ice.gov.it

ICE – Agenzia per la promozione all'estero
e l'internazionalizzazione delle imprese italiane
Via Liszt, 21 – 00144 – Roma – Italia
e-m urp@ice.it
Partita Iva 12020391004

- Capability to respect of deadlines and handle multiple tasks at the same time

Compensation and other terms and conditions

Compensation will be based on applicant's experience and will range from \$3,000 to \$3,200.00 monthly, gross of taxes and any other dues, with a year's-end allowance equal to 1 monthly salary in addition to a yearly bonus based on performance and availability of funds.

The position is full time and is based at ITA's premises in Chicago. Daily presence is required. The paid time out allowance is 20 days per year. Up to 8 weeks of parental leave is offered.

Health insurance for the employee and any qualifying dependents will be provided after a probation period of 45 days.

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.

Inquiry Submission Particulars

Applications accompanied by a resume can be submitted by September 23rd, 2021 through Indeed.com at the following internet address:

<https://employers.indeed.com/p#post-job/preview-job?id=f0b166432462>

Or sent via e-mail to s.linguanti.contr@ice.it, specifying in the subject line "Application for junior accountant position".

Hiring process

Shortlisted candidates will be asked to undergo an in-person interview and a written test.

Who we are

The ITA is the Governmental agency that supports the business development of Italian 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.

The ITA Chicago office specializes in major food retailers, private label sector, machinery, automotive and publishing, among other sectors. The ITA is an equal opportunity employer.

More information on the Italian Trade Agency's activities in the US is available at <https://www.ice.it/en/markets/usa>.