



Job Opening

OFFICE MANAGER/BOOKKEEPER

Banca d'Italia is looking for a dynamic, well-organized Office Manager/Bookkeeper to join its representative office in New York City.

Main Responsibilities include:

- Prepare payroll and tax filings;
- Tax compliance and contacts with consultants;
- Liaise with suppliers of goods and services;
- Manage routine accounting, such as invoice payments and data collection for the annual budget preparation;
- Manage IT systems and office space;
- Provide assistance to new hires within the J-1 Visa internship program;
- Manage incoming and outgoing mail and e-mail, and filing systems;
- Manage and keep the inventory of office equipment and supplies;
- Maintain personnel records;
- Answering the telephone;
- Plan and schedule meetings and events, and book business travels;
- Maintain contacts database and mailing lists;
- Other miscellaneous duties.

Qualifications/Skills Requirements

- Bachelor's Degree;
- English and Italian fluency, both spoken and written;
- The candidate must have solid working knowledge of Word, Excel and PowerPoint;
- Work authorization in the United States of America;
- Ideal candidate has excellent organizational skills and telephone manners, pleasant disposition, initiative, and is a self-starter;
- Previous accounting / administrative experience, a plus.

This is a full-time position, based in New York City. All interested candidates may apply by submitting a cover letter and resume by September 6, 2019 to usrep@bancaditalia.us. This job will require you to pass a background check.