



ACCOUNTANT

PROFILE

We are searching for an experienced accountant/financial manager responsible for financial management over nonprofit organization. Knowledge of financial rules that pertain to nonprofit organizations.

Support OYWO's goals, maintain financial health and comply with statutory requirements. In search of someone who demonstrates attention to detail and excellent record-keeping skills to meet regulations. A good team player to work well with staff needs excellent communication skills to work well with management, donors, and partners.

+0039-327-120-6214

info@oywo.org

oywo.org

Herrengasse 81

4924 Obersteckholz

SKILLS

- Experience working in finance or non profit
- Attention to detail
- Excellent communicator and team player
- Record keeping
- Proficient with working on computers
- Skilled with spreadsheets, google documents
- Knowledge on a variety of payment methods

EDUCATION

Two years experience

RESPONSIBILITIES

- **Keep track of**
 - Incoming donations
 - Investment expense, and overhead accounts
 - Asset management and depreciation
 - Interpret financial results and flag trends and deiscrepancies
- **Oversee**
 - Reporting tasks
 - Financial reporting
 - Budget advisory (projects/events)
 - Establishment of internal controls
 - Optimizing tax efficiency