

Vacancy announcement

The Konrad-Adenauer-Stiftung New York Office is searching for a

Finance officer

The Konrad-Adenauer-Stiftung (KAS) is a German political foundation that works to promote democracy and rule of law around the world. We are seeking a full-time finance officer for our activities in New York to start as soon as possible (40 hours per week).

Your tasks:

Finance administration:

Using the internal project accounting, management and information system PASTIS:

- Process payments and corresponding accounting
- Control income and expenditures (bank account and office cash)
- Carry out accounting and prepare the annual statement of accounts in accordance with funding regulations
- Establish and maintain budget planning
- Carry out current target/performance comparison including a projection of the expenditure of the current year
- Report regularly to the head of the office on the status of implementation of projects (together with the program officers)
- Report correspondingly and regularly the requirement of funds to the KAS headquarters in Berlin

Contract administration and human resources management:

- Payroll accounting: Cooperate with/review the work of the external payroll accounting company
- Maintain the annual leave system including the calculation and management of vacation time
- Manage employee records
- Support the hiring process for new staff: Prepare vacancy announcements, coordinate applicants and prepare work contracts

- Prepare, assess and maintain contracts, subscriptions and insurance policies
- Prepare and review cooperation and honorary contracts in coordination with the head of the office and/or the program coordinator
- Inform external partners on internal accounting regulations
- Manage inventory

Your profile:

- University degree or business training; in addition, human resources skills are desirable
- Mastery of English and good to very good knowledge of German
- Basic knowledge of accounting in the United States
- Excellent computer skills in the common MS Office products
- Good math skills and organizational talents
- Readiness to take on responsibility
- Independent and precise style of working
- Good teamworking skills
- Green card or a US work permit

We offer:

- Work in an international environment
- Interesting and complex responsibilities in a dynamic team
- Training opportunities
- Remuneration that is commensurate with the requirements
- Social benefits required by law

Application materials:

Letter of motivation, resume, job certificates, diplomas (copies are sufficient)

Please send your complete application to Dr. Stefan Friedrich at the Konrad-Adenauer-Stiftung New York Office (stefan.friedrich@kas.de).

We look forward to receiving your application!

New York, February 2017