



## **Job position**

### **Quality Management Representative – US Accounting Center**

#### **Goethe-Institut (German Cultural Center) – Washington, DC**

Full time position (100%) = 40 hours/week

Start date **April 1<sup>st</sup> 2019**; temporary position until **December 31<sup>st</sup> 2019**

The Goethe-Institut is the globally-active cultural institution of the Federal Republic of Germany, with a global reach. We promote knowledge of the German language abroad and foster international cultural cooperation. We convey a comprehensive picture of Germany through information on the cultural, social, and political life of our country. Our cultural and educational programs promote intercultural dialogue and make cultural participation possible. They strengthen the development of structures of civil society and facilitate worldwide mobility.

#### **Responsibilities:**

As the Quality Management Representative at the US Accounting Center, your job duties include:

- Bookkeeping and cash-flow management:
  - Daily journal entries in SAP-ERP and Quicken
  - Accounts receivable, accounts payable, and asset accounting
  - Preparation of booking vouchers
  - Oversight of Business Debit Card Transactions
  - Weekly and monthly bank reconciliations
  - Preparation of monthly and year end closing procedures and audits
  - Transfer of operating funds from Germany
  - Communication with US Banks
  - Other administrative tasks
- Guidance relating to accounting questions
- Implementation of quality management procedures
  - Development of task recommendations and process optimization
  - Involvement with the conception of control mechanisms in the area of compliance
  - Contribution to the conception, development, and optimization of methods, procedures, and documents

#### **Requirements:**

- Apprenticeship, degree, and/or work experience in business administration or administrative sciences, or equivalent
- Experience with financial concerns
- Good Excel skills
- Basic knowledge of SAP-ERP as well as financial management and controlling modules preferable
- Good conceptual abilities
- Eagerness to learn and flexibility
- Strong command of German and English
- Willingness to travel within the US

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The Goethe-Institut offers a competitive benefits package, including health insurance (if working at least 30 hours per week). The Goethe-Institut is an Equal Opportunity employer and guarantees gender equality.

The Goethe-Institut will not sponsor applicants for work visas.

Please *email your application* with the following required documents:

- Letter of Motivation **or** Cover Letter (1/2 to at most 1 page)
- Resume
- 2-3 References

Submission deadline is **March 7<sup>th</sup>, 2019**.

**Contact:**

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