

Open position within the SAS Committee

Are you looking to extend your network, to be active in the Swiss community, meet people and to face a new challenge?

The SAS committee currently has to offer the position as:

Treasurer

At SAS, we are proud having a dynamic Committee who has strong skills, enthusiasm, networking ambitions and time to offer to our Swiss community. Due to upcoming relocations we need to recruit additional like-minded individuals dedicated to the idea of working in a quality driven and dynamic environment.

Our offer:

- A part-time volunteering & flexible to your schedule.
- A diverse in an excellent teamwork environment
- Great networking opportunities amongst the Swiss, international, and local communities

Your task:

- Keep track & book all the entries on Quickbooks
- Check all the incoming payments for events
- Refund payments to community members if there are cancellations
- Handling the year-end closing & income reports
- Meeting with the auditors & the president

Your skills:

- A background in finance, accounting & controlling
- Capability of handling figures & budgets
- Eye for detail, reliability & responsive work attitude
- Active participation and contribution to our dynamic association
- Desire to give time to your Swiss community on a volunteer basis
- An intermediate level of English

Contact Information:

To apply or to get more information, please contact Daniela Erni by email at daniela.erni@swiss-sg.org or WhatsApp or call her [9880 3896](tel:98803896).