

Accounting & Administrative Assistant

[The Embassy of the Principality of Monaco in Washington, D.C.](#), the primary diplomatic mission of Monaco to the United States and Canada, is currently seeking an organized, motivated and efficient, French-speaking Accounting & Administrative Assistant to join a small team based in a centrally located Washington D.C. office. This important role is responsible for maintaining the efficient and accurate financial functioning of the Embassy.

RESPONSIBILITIES:

- Utilize Quadratus* accounting software to maintain accurate accounts and detailed transactions for month-end closure.
- Respond to account inquiries from the Monaco Foreign Ministry and ensure adherence to proper financial procedures.
- Prepare and process monthly payroll for locally engaged staff.
- Handle and prepare checks for signature.
- Manage invoices and monthly/annual bills for the Chancery and Residence.
- Monitor contract renewals and expiries.
- Provide administrative support for special projects, including assistance with [Embassy events](#) and activity planning.
- Additional duties as assigned.

ESSENTIAL QUALIFICATIONS, SKILLS AND EXPERIENCE:

The applicant must be able to demonstrate superior organizational and time management skills, written and verbal proficiency in English and an advanced knowledge of French*, a proven ability to learn quickly and to work well independently and within a team, meet deadlines, and be comfortable managing multiple tasks.

The Ideal Candidate will have:

- Superior organizational and time management skills.
- Proficiency in written and verbal English, with advanced knowledge of French.
- Ability to learn quickly and work well both independently and within a team.
- Strong multitasking abilities and ability to meet deadlines.
- Minimum of 3 years of related work experience.
- Excellent written and verbal communication skills in English.
- Clear understanding of accountancy and bookkeeping principles.
- Familiarity with Quadratus* software a must
- Office administrative experience, preferably in a government, NGO, or foundation context.
- Strong IT skills, particularly with the Microsoft Office Suite.
- Excellent interpersonal skills to interact with internal and external contacts.
- Bachelor's degree or equivalent undergraduate degree, or a combination of post-secondary studies and professional experience/training.

* A required training for Quadratus will be offered **in French** by Monaco's Foreign Ministry.

PERSONALITY:

- Detail-oriented, team-oriented, highly organized, loyal, discreet, and resourceful.
- Professional integrity, adaptability, and flexibility.
- Effective interpersonal skills.
- Sound judgment and initiative.

WORKING CONDITIONS:

- 37.5 hours/week Monday – Friday, plus additional time as needed for Embassy events outside of standard office hours;
- Warm, multi-lingual and multi-cultural office environment

EXPECTED START DATE: Mid-February 2024

REMUNERATION: Starting annual salary range is \$55,000 to \$59,000 annually and will be commensurate with skills, experience, and background.

Benefits include excellent health coverage (full medical, generous dental, and vision), paid vacation/annual leave. All U.S. federal holidays and some Monaco official holidays.

***** *PLEASE NOTE* *****

- Under U.S. State Department requirements, applicants must be U.S. citizens, lawful U.S. permanent residents, or have the appropriate authorization for lawful employment in the United States.
- The Embassy of Monaco cannot sponsor work visas/authorization.
- This position is based in Washington, D.C. Relocation expenses will not be covered.

Resume and cover letter (preferably in PDF format) to recruitment@monacodc.org.