



The Museion Foundation – Museum of Modern and Contemporary Art, based in Bolzano, is looking to strengthen its team by recruiting a

## SENIOR ACCOUNTANT (100%)

Would you like to further develop your career in a museum environment, take on new responsibilities, and apply your professional skills in a targeted way? Do you enjoy taking responsibility and aspire to grow into a leadership role over time? Then we look forward to getting to know you.

### Your responsibilities

- Accounts receivable and accounts payable: review, coding, and posting of all ongoing business transactions
- Support in the preparation of monthly and annual financial statements
- Assistance with tax reporting (VAT, Intrastat, etc.) and internal analyses
- Monitoring and reconciliation of accounts
- Payment management: planning, coordination, and monitoring of timely payments to suppliers and business partners
- Dunning process and monitoring of various due dates
- Contribution to the optimization of accounting processes
- Collaboration with external partners (tax advisors, payroll office, etc.)
- Investments and fixed assets: oversight of budgets and assets and proper management
- Grants management: preparation and handling of funding applications as well as proper reporting

### Your profile

- Completed commercial/economic education or a comparable qualification
- Several years of professional experience in accounting or finance
- Good knowledge of financial accounting and accounting principles
- Affinity for working with numbers and a strong analytical mindset
- Knowledge of the accounting software RADIX is an advantage
- Proficient in MS Office (especially Excel)
- Good knowledge of German and Italian; basic knowledge of English
- Independent, structured, precise, reliable, and deadline-oriented working style
- Team player with a strong sense of responsibility

### We offer

- A cooperative, dynamic, and international working environment
- 14 monthly salary payments per year (CCNL Terziario Confcommercio)
- Permanent employment contract
- Flexible working hours
- Remote working options
- Meal vouchers
- Professional development opportunities and language courses
- Free access to all South Tyrolean provincial museums

**We look forward to receiving your application!** Please send us your CV together with a cover letter by **May 4, 2026** to: [job@museion.it](mailto:job@museion.it).