



Job Title: Accounting Associate (100%)
Department: Finance
Reports to: Accounting Senior Manager
Location: FIBA Headquarters, Mies, Switzerland

Company background:

FIBA, with global headquarters in Mies/VD Switzerland, is the world governing body of basketball and an independent association formed by 212 National Basketball Federations throughout the world.

FIBA has a truly global reach with five Regional Offices worldwide to support National Federations in their efforts to develop Basketball on the ground. FIBA is a non-profit organisation and recognised as the ultimate authority in basketball by the International Olympic Committee (IOC).

Position Overview

As an **Accounting Associate**, you will cover the day-to-day accounting operations within a dynamic and collaborative finance team. Working in a **human-sized, international organization**, you will gain exposure to multiple aspects of financial accounting across several legal entities. This role is an excellent opportunity for a detail-oriented and motivated individual looking to build a strong foundation in corporate accounting while working in a multicultural and multilingual environment.

Main tasks and responsibilities

- Manage the monthly, quarterly and annual financial closings
- Oversee Accounts Receivable process (invoicing, debtor payments)
- Manage Accounts Payable (bookkeeping, supplier payments)
- Review and process expense reports
- Prepare cash report and cash forecasts
- Participate in the year-end closing process and related audit
- Provide support in the intercompany reconciliation process
- Prepare quarterly VAT declarations and annual tax returns
- Support the finance team on various ad-hoc projects and process improvements, notably linked to digitalization

Skills, Qualifications & Experience

- Accounting qualifications or degree in accounting.
- 2-4 years of accounting experience (ideally in an international environment).
- Proficiency with ERP systems, SAP Business One would be an asset
- Advanced proficiency in Microsoft Excel, including complex formulas, pivot tables, macros, and data analysis tools.
- Strong attention to detail, with good organizational and problem-solving skills



- Excellent communication and interpersonal abilities
- Ability to work effectively in a multicultural team and communicate with stakeholders from diverse cultural backgrounds
- Proactive, eager to learn, and able to work both independently and as part of a team
- Demonstrated discretion and ability to handle confidential information

Required languages:

- Fluent written/spoken English and French.
- Any additional language is a plus, German appreciated.

What we have to offer:

- Collaborative & Inclusive culture: As an equal opportunity employer, FIBA encourages women to apply and offers an inclusive and multicultural environment with a strong sense of belonging. Join a team rich of more than 46 different nationalities with individuals who are passionate about sports and committed to excellence, fostering a positive workplace culture.
- Flexible Working Arrangements: Benefit from flexible working hours and remote work options (up to 2 days per week), ensuring a better integration of your personal and professional life.
- Impact at a Global Level: Contribute to the success and evolution of a world-leading sport's governing body, making a tangible difference to the sporting community worldwide.
- Employees Programs: Enhance your skills and career trajectory through our continuous professional development and staff programs.

To apply submit your resume & cover letter here: <https://www.jobup.ch/en/jobs/?term=fiba>