

Job Opening:

Accountant

Location:

ART Expo International Headquarters, Ljubljana, Slovenia

Art Expo International is a dynamic and forward-thinking organization dedicated to creating and managing international art fairs in cities such as Ljubljana, Graz, Trieste, and Prague, with new projects expanding across Europe. We connect artists, galleries, and cultural institutions to deliver exceptional exhibition experiences and foster meaningful artistic collaborations.

Learn more about our activities:

www.artexpo-international.com

Position overview /

We are seeking a reliable, meticulous, and proactive Accountant to join our team at our Ljubljana headquarters. The position focuses on day-to-day financial operations, including the issuing and recording of invoices, management of travel expenses, payroll coordination, and the maintenance of accurate financial documentation. This role is ideal for a candidate with a solid background in accounting who thrives in a creative international environment and ensures the smooth running of financial processes within cultural event management.

Key responsibilities /

- Prepare and issue invoices, advance payments, and purchase orders.
- Obtain and compare quotations from suppliers and service providers.
- Manage and process travel expense reports for staff and collaborators.
- Support payroll processing and maintain precise bookkeeping records.
- Ensure the correct posting and reconciliation of incoming and outgoing invoices.
- Communicate effectively with partners and clients regarding financial and administrative matters.
- Maintain internal financial databases and reports using Excel or Google Sheets.
- Work closely with the Event Management and Administration teams to guarantee accurate financial operations across projects.

Requirements /

- A minimum of three years of professional experience in accounting or financial administration.
- Excellent command of written and spoken English (C1 level or higher).
- High attention to detail, reliability, and exceptional organisational skills.
- Proactive communicator with a professional and service-oriented approach.
- Strong proficiency in Excel and Google Sheets (including pivot tables, formulas, and data management).

Preferred qualifications /

- Knowledge of Slovenian accounting standards and basic HR or payroll procedures.

What we offer /

- A position within our Ljubljana headquarters as part of an international and creative team.
- Involvement in the financial coordination of art fairs and cultural events across Europe.
- Opportunities for professional development in a multicultural environment.
- A supportive and well-structured working atmosphere within an established organisation.
- An initial three-month probationary period with the prospect of a full-time permanent position.

How to apply /

Please send your CV and a short motivation letter to career@aamicorporation.com with the subject line: "Application – Accountant."

We will respond to all applications within 14 business days.