



TrustBridge
global

MAKING
GLOBAL
GIVING
EASY



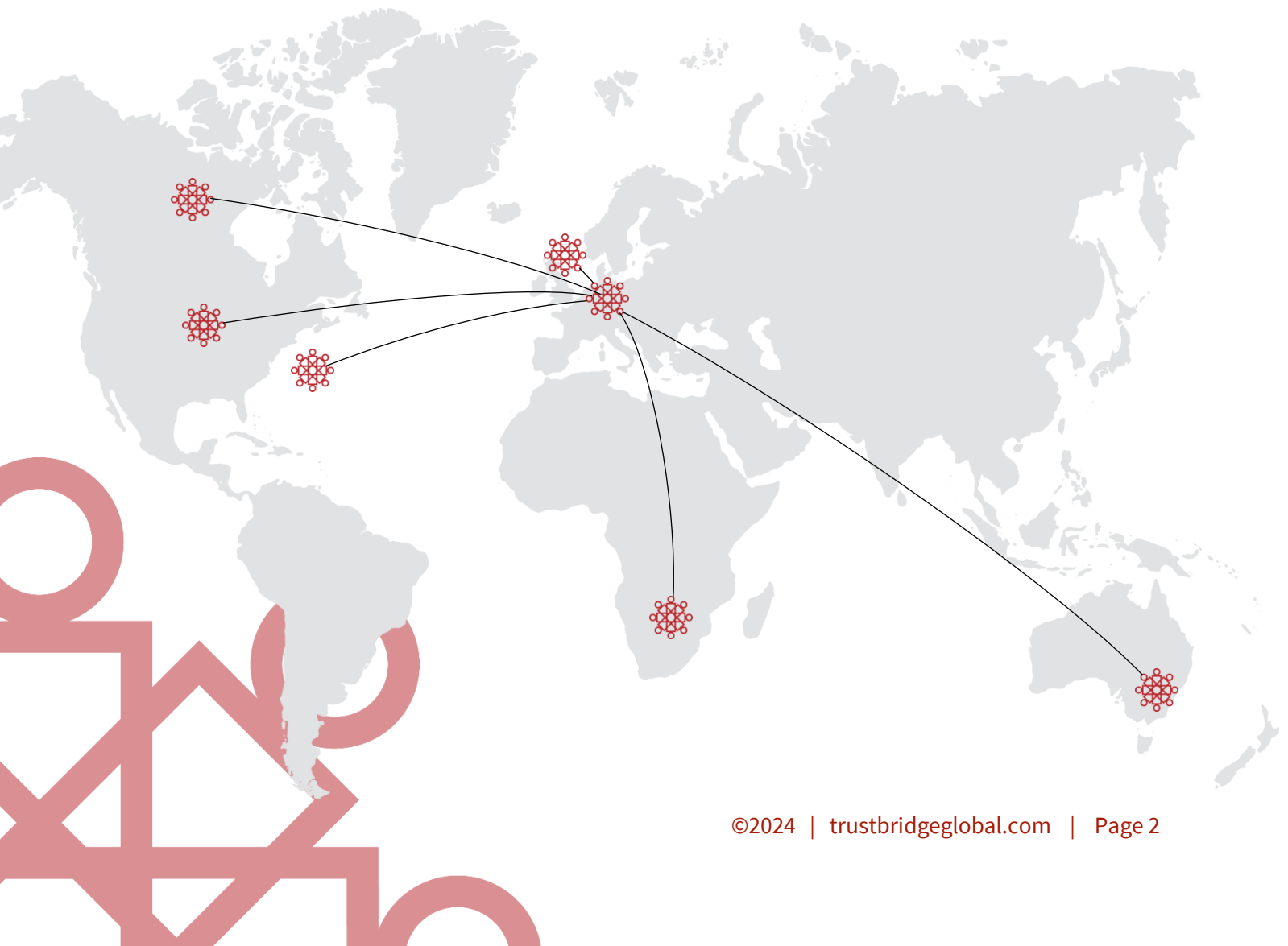
MAKE YOUR
IMPACT ON
THE WORLD

Accountant

TrustBridge Global Foundation is a grant-making foundation based in Switzerland. We receive donations from individuals and entities all over the world and process and send grants to charities almost anywhere.

OUR MISSION IS TO **MOBILISE RESOURCES BY MAKING GLOBAL GIVING EASY.**

WE DO THIS BY CREATING A **GLOBAL NETWORK OF GENEROUS COMMUNITIES.**



Imagine anybody giving to any charity anywhere with just a few clicks. We believe that radically improving cross-border giving will change the world.

OUR VISION IS THAT **CHARITIES**
EVERYWHERE HAVE ALL THEY NEED TO
ACCOMPLISH THEIR MISSION.



There are trillions of dollars, euro, and yen in the hands of Christians around the world, more than enough to accomplish all that God has asked us to do - TrustBridge will get those resources moving.





We believe that the entire Bible is the inspired and inerrant Word of God - the only infallible rule of faith and practice.

We believe that there is only one God, eternally existing in three persons - Father, Son, and Holy Spirit.

We believe that Jesus Christ is the only begotten Son of God, conceived by the Holy Spirit, born of the Virgin Mary, and was true Man and is true God.

We believe that in this age, God manifests Himself through the Holy Spirit, who is a distinct personality, eternally coexistent with the Father and the Son, whose basic task is to convict sinners, regenerate those who believe, and empower believers to live godly lives and in every way glorify the Father and the Son through His indwelling presence.

We believe that God created man in his own image, male and female.

We believe man sinned and thereby incurred not only physical death, but also spiritual death, which is eternal separation from God and is upon all mankind.

We believe that all persons choose to dishonor and disobey God, and as such all justly deserve condemnation and eternal death; however, the Lord Jesus Christ died for our sins according to the Scriptures, as a representative and substitutionary sacrifice, and all who believe in Him are justified on the basis of His shed blood.

We believe that the Lord Jesus Christ was resurrected in body, ascended into Heaven, presently lives there for us as High Priest and Advocate, and that His personal, physical return to earth is imminent.

We believe that every believer in the Lord Jesus Christ must resist sinful passions, and instead readily repent, obey Christ and his teachings, and pursue righteousness.

We believe that the Lord Jesus Christ commanded his followers to make disciples of all peoples throughout the entire world, and witness to the truth and love of God.

We believe that there will be a bodily resurrection of both the just and the unjust, the just to the everlasting blessedness of the saved and the unjust to the everlasting conscious suffering of the lost.



TrustBridge has six core values that define how we strive to do business. They are as follows:

Put People First

The world tells us that we need to decide between benefitting ourselves or benefitting others. In all situations, we will choose to apply the Golden Rule and treat others as we would like to be treated. We put people first and lean into generosity. People are more important than dollars.

Find a Way to Say Yes

Our team is comprised of some of the smartest, most gifted people around. We believe our clients deserve maximum effort and creativity applied towards the accomplishment of their goals. While we always need to consider costs and potential risks, we should exhaust every reasonable alternative before we say "no, we can't do it".

Move as Fast as Possible, but Not Faster

In serving clients, time is of the essence. Non-profit charities should not operate at a lower standard than for-profit businesses. We strive for world-class responsiveness to client needs, while not compromising compliance with applicable laws and regulations, or our standard of excellence. Additionally, as we innovate, we move those solutions into production with real world urgency.

Depend on the Father

We believe and trust in a loving Father God that is in control of everything and knows the future. When he calls us to do something, it is because He has a plan. Provided we are also faithful, we expect that He will be with us and supernaturally provide everything we need. We will wait and listen when making choices, expecting supernatural wisdom in our decisions and multiplication of our efforts.

Walk in the Spirit

Only by abiding in the Spirit, will we bear fruit that lasts. Ongoing obedience requires daily humility, gratitude, and surrender. We each commit to engage, as God leads, in inward disciplines (meditation, prayer, fasting, and study of His Word), outward disciplines (simplicity, solitude, submission, and service), and corporate disciplines (confession, worship, guidance, and celebration) to pursue God as He pursues us.

Reflect the Son

As Christians, we are to be known by our love. We will not be perfect, and when we fail, we will confess, repent, and reconcile with those we've disappointed. There will always be those who will have unrealistic expectations of us, and we will do our reasonable best, knowing that it is impossible to satisfy everyone all the time. By God's grace, we will be a worthy reflection of Jesus to the world.

TrustBridge maintains a globally distributed workforce with team members in Switzerland, the United States, India, Malaysia, the Philippines and more. This team is growing and as a result, we have decided to open a branch office in the Philippines which would ultimately have 50 or more employees. We currently need an Accountant as we continue to build a complete team. If that sounds like you and you want to make an impact on the world, please consider applying for this role.

THE FOLLOWING OPPORTUNITY IS FOR AN **ACCOUNTANT** WITH A WIDE VARIETY OF RESPONSIBILITIES.

DESIRED OUTCOMES

Someone excelling in this position will:

- Successfully take on delegated areas of responsibility with minimal supervision and motivation
- Develop a complete and proficient understanding of the uniquely complex accounting protocols of multiple business entities. Be able to book complex entries and reconciliations.
- Work with self-initiative and strong attention to detail. The outcome is that all job tasks would be accomplished quickly.
- Assist the superiors in the accomplishment of assigned projects and tasks

JOB SUMMARY

- Directly reports to the Controller
- Perform all basic accounting functions, including recording and reconciling transactions and general ledger accounts
- Assist in Accounting Frameworks (US GAAP, IFRS etc.) and tax research
- Keeping the books and records of multiple business entities in various jurisdictions up-to-date and accurate, including the entry of transactions, customer and vendor data, and complex reconciliations and the production of monthly fund statements
- Assist in the daily reconciliation and month-end closing processes
- Provide accounting and tax related support as needed
- Preparation of regulatory filings in various jurisdictions including local compliance requirements
- Provide general filing and administrative support
- Maintain and grow professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies
- Document the professional and organizational knowledge gained
- Maintain and update accounting records and files
- Identify documentation and process improvements

KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS

- Demonstrates a commitment to personal, spiritual, and professional maturity
- Actively integrates biblical principles in day-to-day behavior, exhibiting unremitting integrity and strong moral character
- Demonstrates attention to detail and accuracy
- Diagnostic skills for routine reconciliations among funds and accounts
- Demonstrates analytical, technical, organizational, and problem-solving skills
- High level sense of ownership and accountability
- Fast and a continuous learner
- Strong verbal and written communication skills
- Ability to work well both in a team setting and independently
- Demonstrated initiative in mastering new technical areas quickly
- Ability to effectively handle multiple projects simultaneously in a deadline-driven environment
 - Excellent computer skills, including knowledge of accounting and tax software programs such as Advanced Excel, Word, PowerPoint, and Outlook
 - Ability to maintain sensitivity concerning business and confidential matters
 - Ability to maintain pleasant rapport with customers via email communication.

EDUCATION, TRAINING, AND EXPERIENCE

- Graduate of Bachelor's degree in Accounting or related field
- Strong accounting background with minimum of 3 years of relevant experience
- CPA is a plus, but not required
- Proficiency in spreadsheet financial analysis applications (graphs, pivot tables, v-lookups)
- Oracle NetSuite, QB and Xero experience is preferred, but not required
- Experience in fund and/or non-profit accounting is preferred
- Experience with for-profit and non-profit governmental filings is preferred
- Experience with Philippine and/or US regulatory requirements
- Knowledge of charitable, family foundation, and high net worth individual related matters are preferred

WORK ENVIRONMENT AND MENTAL REQUIREMENTS

- Ideally the workday would run from roughly 1700 – 0200 to maximize the overlap with European and US Eastern Time work hours.
- Ability to communicate and exchange information, collect, compile, and prepare work documents, as well as set up and maintain work files.
- Ability to work more than 8 hours per day, as needed.
- Ability to handle pressure during peak periods during the year.
- Benefits include paid time off, paid holidays, and annual bonus. May also include employer contributions to health insurance and retirement benefits.

Contact recruiting@trustbridgeglobal.com to find out more.





TrustBridge
global



GIVING | IMPACT | GLOBAL