

Accounting clerk and Finance Office Assistant

Call ID: NAD-BMA-000620-2025

Where: Hamburg, United States

When: Aug 1, 2025 - Jun 30, 2026

Summary

The school needs a dynamic, hardworking, honest teamplayer. With interest towards learning and being able to interact and communicate well in spoken and written english.

Destination

Hamburg United States

Term

Long-Term, 10 - months, Aug 1, 2025 - Jun 30, 2026

Position

Type: Accounting/Business, Total People Required: 1, Target Age: College (18-25)

Finances

Cost: \$0.00, Monthly Living Allowance: \$350.00, Local Currency: USD, Finance Type: Regular (Shared Funding)

Lodging & Food

Free accommodation: volunteer will stay in the dorm (own room) and eat at the cafeteria

Restrictions: Not Specified

Gender Lodging: Either

Marital Status Lodging: Single

Child Accommodations: Not Specified

Health Notes

In good health. Latest doctor's clearance to work.

Dress

Acceptable:

Casual business attire . Female - slacks, blouse, or dress /skirt during office hours. Male - shirt with color / polo shirt /

Unacceptable:

Female - sleeveless, plunging neckline , shorts , tight fitting pants, hanging shirts (tummy seen)

Male - sports shorts, sleeveless shirts, hat

Duties

Accounting duties - Accounts payable, Inventory, lease agreements, supplier contacts and other duties as required in the school business office

Experience

Business graduate- Accounting major preferred

Education

4+Yr College

Education Concentration

Accounting

Languages

English (fluent)

Trade Skills

Communication

Host « Private »

Host Contact « Private »

Travel Documentation

Travel

Destination City [Hamburg](#)

Destination Airport

Medical

Required Inoculations [\(not set\)](#)

HIV Clearance Required? [No](#)

Medical Recommendations [\(not set\)](#)

Visa

Visa Required? No Visa Type (not set)
Visa Application By Volunteer / Sponsor
Work Permit Required? No
Work Permit Application By (not set)
Police Clearance Required? Yes
Child Protection Required? Yes
Send Documentation To (not set)
Documentation Deadline (not set)
Visa Travel Details
(not set)

Interview

Phone Interview Required? Yes
Signed Agreement Required? Yes

Orientation

Orientation on Site? No
Orientation Stipend? No

Travel Advisory

United States

1

Exercise normal precautions