



AMERICAN INTERNATIONAL SCHOOL OF ZAGREB ACCOUNTANT / BUSINESS OFFICE ASSISTANT SEARCH

**START DATE:
AVAILABLE TO START IMMEDIATELY**



American
International
School of Zagreb

Position Overview

Position Description

Accountant / Business Office Assistant works closely with the outsourced accountant to ensure accurate and efficient accounting and reporting. Key responsibilities include maintaining financial transaction records, verifying, allocating, and posting entries to the school's accounting books. The position also processes monthly payroll for all local and foreign employees, manages all payroll-related matters, and ensures compliance with Croatian tax and accounting regulations in line with AISZ's specific status.

In addition, the Administrative Assistant provides comprehensive administrative support to the Business Office, administration team, staff, students, and parents, and reports directly to the Business and Operations Manager.

Responsibilities:

- Manage accounts receivable, including invoicing, payment collection, and regular communication with clients
- Oversee accounts payable and ensure timely processing of payments
- Prepare and reconcile bank payments
- Maintain and track fixed assets
- Administer and prepare salaries
- Handle VAT reporting and administration
- Manage petty cash transactions
- Prepare business financial reports
- Compile all required documentation for audit purposes
- Receive and review apartment utility bills, monitor and record expenses, and manage payments and reimbursements to landlords
- Support general administrative tasks (copying, filing, binding, distribution)
- Provide day-to-day administrative support and communication with stakeholders
- Contribute to the daily operations of the Business Office to ensure smooth delivery of educational activities
- Model AISZ character values; Respect, Responsibility, Kindness, and Resilience to promote a positive and healthy organizational culture
- Perform other duties as assigned by the Business and Operations Manager



Qualifications:

- Accounting certificate or university degree at relevant university, preferably economy or finance
- Accounting experience is advantage
- Good knowledge of Microsoft Office and Google Tools
- Experience and knowledge of at least one accounting software, preferably Pantheon
- Self - organized person with ability to set priorities
- Proactive person with “can do” attitude
- Dynamic and resourceful person
- Capability to organize files and handle multiple tasks efficiently
- Attention to Details: Ability to maintain accuracy in data entry, documentation, and correspondence
- Capacity to collaborate with colleagues and contribute positively to a team environment
- Flexibility in handling changing priorities and tasks within the office environment
- Fluent in English and Croatian, with strong written and verbal communication skills.

What We Are Offering

- A contract for an indefinite period (with a 6-month probation period)
- Support for professional growth and development opportunities
- A minimum of 4 weeks of holidays aligned with the school calendar, with the possibility of remote work during school breaks
- An annual general medical examination

Why Join Us

- At AISZ, you will be part of a welcoming international community guided by the vision “Experiencing the Future, Today.” With a tradition of excellence, an award-winning sustainable campus, and students from over 40 nationalities, we foster a culture of care, collaboration, and innovation. AISZ is not just a workplace; it is a place to grow, thrive, and make a difference.



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Applications should be sent to the email address: [**employment@aisz.hr**](mailto:employment@aisz.hr).

Candidates interested in learning more about the American International School of Zagreb are encouraged to visit the school's website at [**https://www.aisz.hr/**](https://www.aisz.hr/).

The closing date for applications is **November 10, 2025**. Candidates are encouraged to apply early, as interviews will occur on a rolling basis. AISZ reserves the right to end the search when the ideal candidate has been found. Please note that only shortlisted candidates will be contacted.



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