

Volunteering **ACCOUNTING/MANAGEMENT**

CAMELEON est une association de solidarité internationale qui développe depuis 20 ans une approche globale pour agir sur les causes et les effets des violences sexuelles à l'égard des enfants et des adolescents. Elle agit notamment aux Philippines et en France

*To integrate CAMELEON as a volunteer is to take part in a **solidarity and convivial adventure** for the benefit of abused and disadvantaged children.*

THE ASSIGNMENT

Alongside the CAMELEON employees and the chartered accountant, the volunteer participates in the entry of accounting data:

- Entering receipts on a database (ProDon): contributions, donations, sponsorships, etc.
- Bank consolidation
- Preparation and delivery of checks in the bank
- Cash operations
- Invoice Management
- Publishing tax receipts (donations) via direct mail
- General management of the donor/sponsor database
- Other tasks according to availability and skills: accounting entry (CIEL), analytical accounting, statistical analysis, management control, administration

CRITERIA

Regular commitment that requires availability one day a week in our Paris office (15th arrondissement).

PROFILE

Background in accounting, management controller, financial or executive secretary or retired from these professions. If you are interested in using your skills and know-how for volunteer work, show rigor, regularity and respect confidentiality, then contact us:

01 43 22 35 92 or **benevoles@cameleon-association.org**

