

Internationally exhibiting Swiss multimedia artist is looking for an experienced

Accountant M/F 20-30%

Claudia Comte is represented by international galleries in New York, Mexico and Seoul as well as in Milan, Brussels and Madrid and has exhibitions in various museums and institutions worldwide. The Studio Accountant provides strong support to Studio Claudia Comte in all financial matters. The Studio Accountant is a direct point of contact and a key link between the artist, her team and the various institutions and galleries she works with. The person should have a high level of responsibility, administrative ambition and agility appropriate to this unique working environment.

Organisation: Studio Claudia Comte

Place of work: Birsfelden, BL and exceptionally Bennwil, BL

Starting date: May/June 2025

The position involves but is not limited to the following tasks:

- Takes proactive, responsible, and at times independent action, serving as the pivotal figure within the studio and effectively representing both the artist and her team.
- Independent management of bookkeeping incl. annual financial statements
- Personnel administration (salaries, entries/leavings, co-operation with social insurance companies)
- Quarterly VAT accounting
- Annual financial statements (in accordance with the Swiss Code of Obligations) and collaboration with trustees on tax-related matters
- Co-operation with galleries
- Negotiation of orders and contractual agreements with institutions, directors, legal representatives and other parties involved.
- Controlling and reporting activities.

About the candidate:

- At least five years' experience in financial accounting in a Swiss SME or comparable institution
- Preferably further training in the field of finance (accounting specialist).
- Has a profound knowledge and understanding of Swiss tax law and Swiss financial guidelines

- Proficiency in English and German is essential, knowledge of French is an advantage.
- Understanding of legal documents, familiarity with contracts in the art world an advantage.
- A dynamic and flexible personality who can adapt to changing work environments and maintain a positive attitude even in unconventional situations.
- Proficiency with Bexio business software.
- Complete discretion and integrity.
- Interest and preferably experience in the art world

What you can expect:

At Studio Claudia Comte, you will be part of a collaborative and creative environment, working on diverse projects worldwide. We offer a modern, informal yet creative workplace with fair compensation and the opportunity to engage with contemporary art in a meaningful way.

If you're interested, we look forward to receiving your application in English (CV, letter of motivation and references) to studio@claudiacomte.ch.