

FINANCE OFFICER

CLASSIFICATION: PART-TIME (10 HRS A WEEK)

REPORTS TO: SECRETARY-GENERAL

LOCATION: NEW YORK CITY

GENERAL OVERVIEW

The World Federation of United Nations Associations (WFUNA) is a global nonprofit organization working for a stronger and more effective United Nations. Established in 1946, WFUNA represents and coordinates a membership of over 100 national United Nations Associations (UNAs) and their thousands of members. WFUNA is the largest international network of people supporting and engaging with the United Nations. WFUNA's vision is to see a United Nations that is a powerful force in meeting common global challenges and opportunities. WFUNA has offices at UN Headquarters in Geneva, New York and Seoul.

RESPONSIBILITIES

Finance

- Prepare and monitor the organizational budget
- Integrate program budgets into organizational budget
- Prepare financial statements on accrual basis
- Track cash flow for the Organization
- Maintain QuickBooks online accounting system
- Oversee accounting of personnel
- Accounts Payable - Oversee entry of bills and process payments to all vendors
- Accounts Receivable - Oversee creation of invoices to Members, partners and other customers, and follow up on past due receivables
- Monitor all bank accounts
- Manage relationships with third party payroll processing in all office locations
- Strong familiarity with payroll processing with the ability to process payroll and consulting fees in all office locations ensuring compliance with tax regulations
- Manage relationship with all external financial institutions and service providers
- Restructure financial management systems as needed to meet growth
- Develop and implement organizational guidelines for financial management
- Manage annual independent audit



wfuna

World Federation of United Nations Associations

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FINANCE OFFICER

- Prepare regular reporting to the Secretary-General
- Understand and mitigate key elements of the organization's financial risk
- Provide input to funding application
- Process 403B plan payments
- Provide input to reports on restricted funding for donors
- Prepare the Secretary-General's reports for Executive Committee Meetings and Plenary Assemblies
- Prepare the Treasurer's Report for the Plenary Assemblies
- Liaise with Treasurer and Chair of the Finance Committee of the Executive Committee as required
- Other duties as assigned by the Secretary-General

SKILLS AND QUALIFICATIONS

- Bachelor's Degree in Accounting, and/or Finance required. Advanced degree preferred
- Knowledge of QuickBooks online
- Knowledge of intuit payroll processing
- Excellent written and oral communication skills in English (French and Spanish is a plus)
- Minimum 4 years of experience in general business accounting in a non-profit, academic, or inter-governmental organization
- Possess an established track record of building and stewarding relationships with donors, partners, and other members of civil society
- Knowledge of the United Nations, UN entities and stakeholders preferred but not required
- Proficient in Microsoft Office Suite including a strong knowledge and use of Excel required
- Certified Public Accountant in the US preferred but not required

PERSONAL CHARACTERISTICS

- High-energy; results-oriented; thrives in a multi-faceted, fast-paced environment
- Ability to involve and motivate key stakeholders, including WFUNA staff and interns
- Enjoys working with persons of diverse cultural backgrounds
- Works well in a small office environment
- Well-organized and detail-oriented
- Adaptable and flexible

APPLICATION INSTRUCTIONS

Only candidates who are legally able to work in the United States will be considered for this position.

To apply, please send the below materials to financeofficer@wfuna.org

1. A resume (no longer than two pages)
2. A one-page cover letter highlighting your interest in the position, availability and experience.

Your application materials should be submitted in English. Please indicate "**First Name, Last Name - Finance Officer**" in the subject line of your email and consolidate your cover letter and CV into one document.

Applications will be reviewed on a rolling basis and we will close the application period on **8 May 2022**. Interviews will take place on a rolling basis and WFUNA reserves the rights to close the application period early if a suitable candidate is found. **Please submit as soon as possible**. Due to the volume of applications received, only candidates who are selected for an interview will be contacted.

WFUNA is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.