

Accounting Associate

Location: New York

Permanent

Salary: \$50,000 - \$60,000 per annum

Closing date: Open until filled



Accounting Associate – The Role

Join us and you will assist our Finance Manager to deliver efficient and compliant financial management support to World Animal Protection in-line with US Generally Accepted Accounting Principles. You will play a key role in overseeing accounts payable and expense reports as well as the preparation of journal entries for the month end close. You will also maintain a reconciled general ledger. You will get involved in monthly reporting to budget holders and the annual audit too. In addition, you will process payroll and help with administrative tasks, such as updating records, as needed. Important will be the ability to ensure work complies with our finance policies and procedures.

Accounting Associate – Requirements

- Bachelor's degree in Accounting or related field
- 3 years of experience in bookkeeping and other basic accounting
- Proficient user of accounting packages such as Dynamics NAV Accounting Concur Expense Reporting, BOA Online Banking/CashPro, and Paylocity/Payroll.
- Knowledge of/experience with payroll processing
- High levels of numeracy and the ability to work with Excel
- Good problem solving and data analysis skills
- Pro-active and flexible attitude with strong time management and organisations abilities.
- Commitment to delivering good service for internal and external customers

Join us and help move the world to protect animals.

How to Apply

If you want to be part of our dynamic organisation and help us move the world to protect animals then please send us a copy of your CV, salary expectation and cover/motivation letters addressing your skills and experience relative to the role to recruitment@worldanimalprotection.org

Due to the large volume of applications that we receive, we will not be acknowledging receipt of your application. If you do not hear from us within 3 weeks of the closing date, please consider your application as unsuccessful.

World Animal Protection is an equal opportunity employer and committed to providing equal opportunities for everyone regardless of their background.

The successful candidate must have permission to work in the position location.

Who are we?

We are World Animal Protection.

For over 50 years we have moved the world to protect animals.

We protect animals because we believe a sustainable future for the planet can only be achieved if both animals and people are part of the solution.

We stop the exploitation of wild animals for entertainment and profit. We protect pets and working animals in communities across the globe. We campaign for better farm animal welfare and fight against factory farming. We also help animals when disaster strikes.

Our vision is a world where animals live free from suffering. We are working to help people to see how important animals are to all of us.

We are determined to influence decision makers to put animals on the global agenda and inspire people to change animals' lives for the better. Today we're working on projects to end animal suffering by helping governments and communities to protect and care for their animals.

Why Work for us?

We move the world to protect animals globally but there are many other reasons to join our organisation. We are a truly global organisation with offices in Australia, Brazil, Canada, China, Costa Rica, Denmark, India, Kenya, the Netherlands, New Zealand, Sweden, Thailand, UK and USA. We employ over 380 people globally covering campaigns, media, fundraising, operations, finance, administration and human resources.

As well as competitive employee benefits we want our employees to grow with us and build their careers within World Animal Protection and therefore encourage internal applications. We have a strong track record of offering existing staff promotions as well as secondments and position changes within the organisation.

Job Description

Accounting Associate



We are World Animal Protection.

We end the needless suffering of animals.

We influence decision makers to put animals on the global agenda.

We help the world see how important animals are to all of us.

We inspire people to change animals' lives for the better.

We move the world to protect animals.

World Animal Protection is a truly global organisation, working in over 50 countries across the world, with offices in every continent. Our vision is a world where animals live free from suffering. We protect animals because we believe a sustainable future for the planet can only be achieved if both animals and people are part of the solution.

Job Title: Accounting Associate

Location: New York City

Reports to: Finance Manager

***Technical/Professional Accountability to:**

Reportees: N/A

***Technical/Professional Reports:**

Budget holder: Yes/ No

Global/Local!: Local

Main Purpose of the role

The Accounting Associate will support the Finance Manager to deliver efficient and compliant financial management support to World Animal Protection in compliance with US Generally Accepted Accounting Principles. The Accounting Associate will play a key role in overseeing accounts payable, expense reports, preparing journal entries for the month end close, and maintaining a reconciled general ledger. The person in this role will assist with monthly reporting to budget holders and the annual audit. The Accounting Associate will also process payroll and other administrative tasks as needed.

Accountabilities

- The role holder will comply with the organization's finance policies and procedures.
- Resolve outstanding payments through communication with departments, vendors, and clients.
- Record fiscal transactions, balancing and reconciling accounts.
- Assist with bookkeeping, clerical duties, and managing accounts.

Duties and Responsibilities

Functional

- Manage accounts payable and expense reporting processes:

- Enter and process invoices in Dynamics NAV accounting system which includes review of coding, generating NAV AP reports, printing checks, uploading to Positive Pay, and processing ACH/Wire Payments
- Manage W-9 status for all vendors and submit 1099 information to vendors and IRS at end of the year
- Close-out AP for month-end and generate AP reports
- Process & reconcile employee expense reports in Concur
- Train employees on Concur use and preparing expense reports.
- Prepare uploads for Concur Expenses to NAV System
- Train staff on coding and procedures for efficient processing of expenses and Accounts Payable.
- Monitor and maintain corporate credit cards for staff, including monitoring limits, opening and cancelling cards upon authorization from the Finance Manager and Executive Director
- Maintain vendor files
- Assist with AP Systems upgrade projects as needed, for example, digital conversion to paperless office
- Accounts receivable processing:
 - Make in-office deposits to bank and liaise with Fundraising to provide backup for deposits including wires.
- Payroll
 - Collect and process information for bi-weekly payroll (in Paylocity system). Maintain system for changes to deductions, employee setups and terminations. Reconcile deductions for benefits.
 - Prepare file for 403(b) transmissions
 - Coordinate and respond to notices related to payroll taxes, unemployment insurance, worker's compensation and disability insurance. Liaise with Payroll Processing Service as required.
- Prepare GL Journal Entries as assigned
- Assist with annual audit, including AP year end close, confirmations, and other auditor requests for schedules, documentation, and reconciliations
- Other duties on an as-needed basis to support the finance and administration team

Organisational responsibilities

- Delivery of World Animal Protection's Global Strategy across the core themes of Mission, Movement & Transformation in a global, matrix environment
- Actively participate and support the organisation to ensure that we manage our resources (financial, staff and IT) efficiently and effectively by improvement of systems, reporting and compliance.
- Take responsibility for their own health, safety and welfare, comply with H&S policy and procedures, and not act in any way that compromises the safety of themselves, colleagues or the public.
- The post holder will be required to maintain confidentiality of information
- Comply with requirements related to the relevant Privacy and/or Data Protection Acts that apply to the work being conducted by the post holder (For example this may include the General Data Protection Regulation (EU) 2016/679 and any local Privacy and Data laws and Regulations).

Skills and Experience

Essential

- 3 years of experience in bookkeeping and other basic accounting.
- Knowledge of/experience with payroll processing.
- Strong problem-solving skills, solid knowledge of accounting principles, detail oriented, documentation skills, research and resolution skills, data analysis and multi-tasking skills.
- Must have a strong work ethic and be able to maintain confidentiality
- Organized, detailed oriented, and a self-starter.
- Comfortable working in a fast-paced environment.
- Strong proficiency in Microsoft Office including Outlook, Word, Excel, Power Point; ability to use databases; excellent IT skills.

Qualifications

- Bachelor's degree in Accounting or related field.

Desirable

- Knowledge with the following list or equivalent software: Dynamics NAV Accounting (Payables, General Ledger), Concur Expense Reporting, BOA Online Banking/CashPro, and Paylocity/Payroll.

Last reviewed/updated: 05/05/2019

*World Animal Protection operates in a matrix environment. This means we routinely work with colleagues from different locations, business units and cultures in cross-functional and virtual teams.

!A **global role** works across geographic boundaries with a remit to enable the delivery of strategic organisational activity across the world, providing direct input and support at a local level as required. A **local role** is primarily focussed on the delivery of strategic organisational activity within a country or location, providing information and input to global strategy and directions as required.