

Job Description

FINANCE DIRECTOR



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 animal welfare matters and animal cruelty has ended. 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: Finance Director

Location: New York

Reports to: Executive Director

Reportees: Staff Accountant

N/A

Finance Manager

Salary: up to \$60 per hour

Permanent Part-Time, 12-16 hours per week

Location: New York

Closing Date: Open Until Filled

The Role

The Finance Director is a key member of the U.S. Senior Management Team and will report directly to the US Executive Director. The Finance Manager also reports functionally to the International Director of Finance and Performance.

The Finance Manager represents the US Organization in an official capacity (acts as an Officer) for its financial affairs including IRS reporting, State Registrations, Investments, and accounts with financial institutions. S/he has key financial responsibilities in ensuring the smooth financial operations of the US Organization and will work closely with colleagues across the US office, in other country offices and at World Animal Protection International in London.

The Finance Manager directly supervises the Staff Accountant.

RESPONSIBILITIES

- Lead World Animal Protection's USA Financial Reporting, Financial Planning, Modeling and Analysis, and General Accounting operations.
- Partner with Executive Director and budget holders to produce monthly forecasts, fiscal year budgets, commentary and other reports as needed.
- Supervise the Staff Accountant. Review and approve his/her work which includes journal entries, bank reconciliations, balance sheet account analysis/reconciliations, accounts receivable transactions, accounts payable transactions, and intercompany transactions, bi-weekly payroll processing, and benefits administration.
- Lead month-end and year-end close process and ensure quality control over financial transactions and financial reporting in accordance with statutory regulations and GAAP.
- Recommend best practices for our finance and accounting department, including financial planning to improve our cost/revenue ratio
- Conduct monthly and quarterly variance analysis of actual versus budget/forecast and prepare summary and advisory financial reports for Senior Management as to financial performance.
- Prepare and present quarterly internal Financial reporting, annual audited financials, and IRS Form 990 to the Board of Directors.
- Monitor and report on cash flow to ensure adequate reserves are available.
- Prepare the annual Audited Financial Statements and lead the annual audit process by liaising with external auditors and providing all necessary financial data including overseeing the preparation of the Form 990 Tax Return in collaboration with the Auditors' Tax Services team.
- In partnership with the Auditors and their Tax Services team, keep the organization aware of and compliant with changing GAAP reporting, and accounting and taxation requirements, and recommend process improvements to remain compliant.
- Review and approve additional annual financial filings to ensure compliance with State and Federal requirements for not-for-profit status and to conduct fundraising.
- Implement, document, and maintain financial, procurement and internal control policies including contracts and procedures including advising and training staff as to these.
- Assure that the organization has up-to-date, complete, and systematic filing system to support financial records.
- Analyze and report to Senior Management on the financial performance and internal controls of the organization and present this information in the Quarterly Performance Review with World Animal Protection International.
- Collaborate with Executive Office Manager and Executive Director on lease negotiations and general insurance needs.
- Signatory authority for financial accounts including checking and investments.
- Monitor investments for the Endowment and report to Executive Director and the US Board on its performance.
- Partner with Fundraising Team to provide financial information to complete Grant Proposals and receive Legacy Gifts.
- Oversee Fund Accounting for restricted gifts and net assets released.
- Responsibilities can expand and change in relation to the needs of the organization

Requirements

- Bachelor's degree in Finance, accounting or related field.
- 7-10 years related professional experience in Finance and Accounting, preferably working for a non-profit.
- Excellent computer skills.
- Excellent Financial Management skills including not-for-profit expertise.
- Strong MS Office skills, including advanced Excel skills.
- Strong analytical and reasoning skills.
- Strong written, oral, and interpersonal communications
- MBA or CPA preferred

Join us in this exciting role and help us move the world to protect animals!

Job Type: Part-time

Last reviewed/updated: 8/07/2018

*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.

¹A **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.