

## 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

**Global/Local:** Local

**Reportees:** N/A

**Budget holder:** No

#### 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 accountants and auditors 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 submitting 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 changing limits, opening and cancelling cards upon authorization from US Finance Manager
- Maintaining vendor files
- Assist with AP Systems upgrade projects as needed, for example, digital conversion to paperless office
- Account 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 resources team

#### *Finance*

- Take overall responsibility for the effective and efficient management of delegated budget in accordance with World Animal Protection's financial procedures and local governance regulations

#### **Organisational responsibilities**

- Delivery of World Animal Protection's Global Strategy across the core themes of Mission, Movement & Transformation in a global, matrix environment
- Work cooperatively with external organisations, teams within World Animal Protection and in the wider animal welfare movement to pursue programme objectives and wider organisational goals, including those relating to brand, communications, fundraising and resource management.
- Actively participate in building our brand and maintain the integrity of our brand to support our profile, lead generation, income and engagement.

- Help secure resources (income) and reach (people and partnerships) by actively contributing to our supporter relationships, fundraising, communications, and donor reporting.
- 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.
- Contribute to a learning culture and create a positive working environment for staff.
- The role holder will from time to time be required to undertake any other duties that are within the scope of this role.
- 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 may be required to travel internationally to provide support or participate in World Animal Protection's activities as and when required.
- 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.

## How to apply

If you want to be part of our dynamic organization and help us move the world to protect animals, then please send us copy of your CV, salary expectation and cover/motivation letters addressing your skills and experience relative to the role to [ZhiHenLi@worldanimalprotection.us](mailto:ZhiHenLi@worldanimalprotection.us) with the title of the position in the subject line.

Last reviewed/updated: 05/16/2019

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\*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.

<sup>1</sup>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.