

# FINANCE OFFICER

CLASSIFICATION: FULL-TIME

REPORTS TO: SECRETARY-GENERAL

LOCATION: NEW YORK CITY

SALARY RANGE: \$65,000 - \$80,000 ANNUALLY BASED ON EXPERIENCE

## 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.

## OVERVIEW

The World Federation of United Nations Associations (WFUNA) is searching for its next Finance Officer to help with the overall financials of the organization. He/she/they will have an exciting opportunity to work with colleagues, partners, vendors, and staff across our three duty stations to help manage, track, and oversee fiscal management. The incumbent will be knowledgeable in developing and maintaining internal controls, budget(s) oversight, reporting, reconciliation, and the facilitation of external audits. He/she/they will be an excellent problem solver, with the ability to work with colleagues and partners across various time zones and from diverse cultural backgrounds.

Please note this position will work on a hybrid schedule based at United Nations Headquarters In NYC. The incumbent will be expected to work approximately 2 days a week out of the NY office. Only candidates who are legally able to work in the United States will be considered. This position will be supervised directly by WFUNA's Secretary-General.

## RESPONSIBILITIES

### Finance

- Prepare and monitor the organizational budget
- Integrate program budgets into organizational budget
- Prepare financial statements on accrual basis



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World Federation of United Nations Associations

### WFUNA

1 United Nations Plaza  
Room 0240  
New York NY 10017 USA  
+1 212 963 5610

### FMANU

Palais des Nations  
Villa Bocage, VB3  
1211 Geneva  
Switzerland  
+44 22 917 3239

### WFUNA

12F, Seoul Global  
Center Building  
38 Jong-ro  
(Seorin-dong)  
Jongno-gu  
Seoul, Republic of Korea  
+82 2 6925 2695

### WFUNA

Rue Montoyer 14  
Bruxelles—1000  
Belgium

info@wfuna.org

WWW.WFUNA.ORG

## FINANCE OFFICER

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- Track cash flow for the Organization
- Maintain the QuickBooks accounting system
- Oversee accounting 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
- Process payroll and consulting fees in all office locations ensuring compliance with tax regulations
- Manage relationships 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 the annual independent audit
- Prepare regular reporting for the Secretary-General
- Understand and mitigate key elements of the organization's financial risk
- Provide input to funding application
- 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
- Manage the WFUNA kiosk inventory
- Other duties as assigned by the Secretary-General

### SKILLS AND QUALIFICATIONS

- *Advanced Degree in Nonprofit Management, Accounting, and/or Finance*
- *Certified Public Accountant (CPA) in the US*
- *Knowledge of QuickBooks' online accounting system*
- *Knowledge of intuit payroll processing*
- *Excellent written and oral communication skills in English (French is a plus)*
- *5+ years of professional experience 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*

## FINANCE OFFICER

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- *Knowledge of the United Nations, UN entities and stakeholders is a plus*
- *Proficient in Microsoft Office Suite*

### 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*

***Candidates must possess valid citizenship or visa to work in the United States. Those who are not eligible to work in the United States cannot be considered at this time.***

### APPLICATION INSTRUCTIONS

To apply, please send the below materials to [financeofficer@wfuna.org](mailto:financeofficer@wfuna.org):

- a) A resumé (no longer than two pages)
- b) A one-page cover letter highlighting interest, availability, experience and expected annual salary

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

Due to the volume of applications received, please note that only candidates who are selected for an interview will be contacted. No phone calls, please.

*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, or any other characteristic protected by law.*