



wfuna

World Federation of United Nations Associations

FINANCE OFFICER POSITION OVERVIEW

START DATE: OCTOBER/NOVEMBER 2025

CATEGORY: FULL TIME, PAID STAFF

LOCATION: NEW YORK

DEADLINE TO APPLY: SEPTEMBER 30, 2025

SALARY RANGE: \$72,000 – \$82,000/YEAR

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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, we represent and coordinate a membership of over 100 United Nations Associations and their thousands of members. We work to build a better world by strengthening and improving the United Nations, through the engagement of people who share a global mindset and support international cooperation – global citizens. Our Organization has offices at the UN Headquarters in New York and Geneva, as well as in Seoul, Republic of Korea.

POSITION OVERVIEW

- WFUNA is seeking an experienced and detail-oriented Finance Officer with expertise in QuickBooks to support our finance team. This role requires proficiency in handling multi-currency transactions, uploading and categorizing bank statements, and ensuring precise reconciliation across various accounts. The ideal candidate has a strong background in bookkeeping, a keen eye for detail, and experience managing financial records for organizations involved in international operations.
- This position is based in WFUNA's New York Office. He/She reports to WFUNA's Secretary-General
- This is a full-time, paid position.

RESPONSIBILITIES

- **Upload and Organize Financial Data:** Regularly upload and import bank statements into QuickBooks, ensuring that data is entered accurately and promptly. Organize financial documents systematically for easy access and audit readiness. Categorize and sort transactions across various accounts and currencies.
- **Categorize and Sort Transactions:** Accurately categorize and assign transactions to their respective accounts. Maintain consistency in categorizing transactions, ensuring clarity in financial reports. Assist in preparing financial reports for internal stakeholders and external auditors.
- **Multi-Currency Reconciliation:** Manage and reconcile accounts in multiple currencies, ensuring that each currency is correctly calculated, recorded, and balanced within the financial system.
- **Bank and Credit Card Reconciliations:** Perform monthly reconciliations for all bank and credit card accounts, investigating and resolving any discrepancies to maintain accuracy in WFUNA's financial records.
- **Maintain Compliance and Support Audits:** Ensure financial transactions are documented in compliance with WFUNA's policies and relevant regulations. Assist with audit preparation by organizing necessary records and documents and addressing audit queries as needed.

SKILLS AND QUALIFICATIONS

- **Experience as a Bookkeeper or Similar Role:** Proven track record in bookkeeping or a related financial role, ideally within a non-profit, NGO, or international organization. Prior experience with managing

finances for organizations operating in multiple countries or handling large volumes of transactions is a plus. Knowledge and experience in multi-currency reconciliation and accounting.

- **Advanced QuickBooks Expertise:** Demonstrated proficiency in QuickBooks, including handling complex multi-currency transactions, customizing reports, and performing in-depth reconciliations. Familiarity with other financial software and tools, such as Microsoft Excel or Google Sheets, is advantageous.
- **Excellent Communication Skills:** Ability to communicate clearly and professionally, both in writing and verbally. Capable of collaborating with team members across different departments and regions, often needing to explain financial information to non-finance colleagues. Excellent problem-solving skills and the ability to handle financial data securely and confidentially.
- **Confidentiality and Integrity:** High standards of integrity and discretion when handling financial data and sensitive information. Commitment to maintaining confidentiality in line with WFUNA's data protection and financial policies. Prior experience in a non-profit or international organization is a plus.
- **Languages:** Excellent written and oral communication skills in English (French and/or Spanish are a plus).

PERSONAL CHARACTERISTICS

- High energy, results-oriented self-starter
- Thrives in a multi-faceted, fast-paced, and challenging environment.
- Very well-organized with close attention to detail and implementation.
- Strategic, progressive, and creative thinker.

Candidates must be authorized to work in the United States without the need for employer sponsorship, now or in the future.

To apply, please send a resume and cover letter to recruitment@wfuna.org. Applications will be reviewed on a rolling basis, and we will close the application on September 30, 2025. Interviews will take place on a rolling basis and WFUNA reserves the right to close applications early if a suitable candidate is found before September 30. Your application materials should be submitted in English. Please indicate "Finance Officer" in the subject line of your email and consolidate your resume and cover letter 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.