



Job Description

Accounting Assistant

WildAid is a growing unique and dynamic global wildlife conservation non-profit based in San Francisco. With a \$13 million annual budget, WildAid leverages over US\$200 million in donated media placement and has received a perfect 100 score and Four Star rating from Charity Navigator. Its campaigns have contributed to an 80% decline in shark fin imports to China and an estimated 75% reduction in ivory and rhino horn prices in China and Vietnam, as well as China's ivory ban and a host of other conservation successes.

Established in 1999, WildAid's mission is to end the illegal wildlife trade in our lifetimes. While most wildlife conservation groups focus on protecting animals from poaching, WildAid pioneered demand reduction in conservation and works to reduce global consumption of wildlife products by persuading consumers not to buy them. With an unrivaled portfolio of celebrity ambassadors and a global network of media partners, WildAid is able to deliver high-impact, culturally sensitive multimedia campaigns reaching hundreds of millions of people every week by leveraging donated media space. We also promote conservation to people across Africa through local ambassadors and combat climate change with campaigns to reduce meat consumption and promote lower carbon transport in China. Our expanding marine program strengthens marine protected areas around the world.

Reporting to the Controller, the Accounting Assistant will be responsible for the day-to-day upkeep of the ledger and financial index, for assisting the Staff Accountant in processing all accounts payable transactions according to proper procedure, and for supporting the Accounting Team in executing the monthly close and yearly audit. The successful candidate will have a background in math and at least two years experience working in the accounting field. They should have a proven track record of being efficient, highly organized, and exhibiting a strong attention to detail. Detailed responsibilities are set out below.

Accounting

- Perform day-to-day ledger entries for primary bank account & credit cards
- Gather & index supporting documents for all transactions
- Collect invoices, approvals, and any other supporting documentation to feed into the accounts payable process
- Collect credit card receipts from staff members on a rolling basis and file appropriately
- Help maintain & reconcile Salesforce database
- Help identify & resolve discrepancies in bank, balance sheet, and expense accounts for monthly close
- Produce ad-hoc reports for programs and management teams
- Maintain records and collect w-9s for contractors, help issue 1099s at year end
- Work with development team to reconcile income and track Accounts Receivable for special events
- Assist with annual audit by providing supporting documents and answering procedural questions for auditors
- Assist in completing monthly journal entries for the monthly close process

Key Competencies & Ideal Profile

We seek an entrepreneurial outgoing person with an interest in the non profit and conservation fields. This individual will be inspired by the opportunity to play a pivotal role in WildAid's efforts to end the illegal wildlife trade. Familiarity with wildlife protection programs will be an asset. Ideal candidates will have a bachelors degree in accounting and internship experience in an office environment.

All staff members must be comfortable in an entrepreneurial culture. Strong project management skills and the ability to prioritize multiple, often competing demands are critical. The successful candidate must be able to work independently without a great deal of supervision. They must also have excellent interpersonal skills to influence and collaborate with partners.

Desired Qualifications

Required:

- Bachelor's degree (or equivalent certification)
- Strong written and verbal communication skills in English
- Experience working with Quickbooks or Quickbooks Online
- Demonstrated proficiency with Microsoft suite
- Strong computer skills
- Must maintain strict confidentiality of sensitive information
- Ability to work independently and as part of a team
- Highly-organized multi-tasker

Desirable:

- Salesforce, especially Nonprofit Success Pack
- Language skills (Spanish, Mandarin, etc.)

Location

San Francisco, California.

Compensation and Application Process

This is a six month contract position with the potential to transition to full time hire for the right candidate. The initial contract period pays \$25/hour.

Please submit a resume and cover letter to altier@wildaid.org in order to be considered.