

Job Description

Staff Accountant

Introduction

WildAid is a growing and dynamic global wildlife conservation non-profit based in San Francisco, California, with a mission to inspire and empower the world to protect wildlife and vital habitats from critical threats. WildAid manages a \$12 million annual budget and has received a Four-Star rating from Charity Navigator for over a decade. Since its founding in 1999, WildAid has become a premier conservation organization in driving behavior change through both world-class communications campaigns and capacity building.

Job Description

Reporting to the Director of Conservation Finance, the Staff Accountant will be responsible for the day-to-day upkeep of the ledger and financial index, for processing all accounts payable transactions according to proper procedure, and for supporting the finance team in executing the monthly close and yearly audit. The successful candidate will have a background in math and at least four 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.

Key Responsibilities

- 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
- Set up outgoing payments for processing
- Open and enter checks into reconciliation sheet
- 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
- Assist accounting team with special projects
- 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.

Required Qualifications:

- Bachelor's degree (or equivalent certification)
- Strong written and verbal communication skills in English
- Experience working with Netsuite
- 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.)

Compensation

This is a full-time, exempt position. The salary range is \$60,000-\$70,000 USD annually, commensurate with skill, experience, and internal equity. Competitive benefits package includes: Employer-sponsored medical coverage and life/AD&D insurance; 401(k) eligibility with employer Safe Harbor contribution up to a 4% elected deferral; paid holidays; paid sick leave; and accrued paid time off.

Location

This position may be performed remotely from a home office within the United States. Preference for candidates based in California, or other states in which WildAid has existing registration (NY, NJ, FL, TX, IL, OR, VA, MD, or Washington DC).

How To Apply

To apply, please send your resume/CV, and a brief cover letter to jobs@wildaid.org. Applications will be considered on a rolling basis until the role is filled. The successful applicant must be authorized to work in the US and must meet the requirements of WildAid's background screening process.

Equal Opportunity Employer

WildAid is committed to being inclusive and is proud to be an equal opportunity employer. We will consider all applications and applicants.