

World YWCA Accounting Associate

The World YWCA is seeking an Accounting Associate to join the World YWCA team.

The ideal candidate is a professional with an accounting background, experience, and a proven track record working in accounting and financial processes for non-profits with a global footprint.

The World YWCA offers a dynamic and diverse work environment and enables its employees to use flex-time arrangements. It functions as a secretariat with a dozen Geneva-based core positions and a few additional collaborators working on programmatic initiatives and based out of different locations worldwide.

The World YWCA is registered in Switzerland and follows Swiss GAAP FER accounting standards.

World YWCA is excited to find a good fit for this position and is confident that many individuals can do this job, even though the role is precise in need and scope.

Location: Geneva, Switzerland

Closing date for applications: Thursday, 24 August 2023 - 11:59 PM CEST

Starting date: As soon as possible

Type of contract: full-time permanent staff contract – 40 hours weekly

Reference: WYWCA-ACC

Specific requirement: *Applicants must have the right to work in Geneva, Switzerland.*

Website Link: <http://www.worldywca.org/>

Indicative, annual gross salary range (12 monthly salaries): 60'000 to 72'000 CHF

About World YWCA

The World YWCA aims to reach 100 million young women and girls and transform power structures to end gender inequality by 2035. Established in 1855, the World YWCA is the world's oldest women's movement. With member associations in 109 countries, it works to fulfill human rights and make gender equality a reality. The World YWCA is a learning organization with recognized mentorship across generations. Sixty percent of the members of the World Board are aged 30 and under. The purpose of the World YWCA is to develop the leadership and collective power of women and girls worldwide to achieve justice, peace, health, human dignity, freedom, and a sustainable environment for all people.

The World YWCA mobilizes and connects millions of young women around transformational change and provides leadership opportunities in more than 100 countries worldwide. It also actively works to influence policies, regulations, and social and community norms that prevent the realization of women's rights and leadership potential.

The World YWCA has three strategic priorities:

- Management and governance excellence towards Goal 2035

- Strategic partnerships and communication toward Goal 2035
- Engagement and mobilization of girls, young women, and women towards Goal 2035.

Duties and Responsibilities:

The position reports to the Finance and Operations (F&O) Senior Specialist.

Primary duties include the following:

- **Bookkeeping:** maintaining comprehensive records of all financial transactions, encompassing purchases, sales, receipts, payments, and investments, strictly adhering to established financial procedures and systems. Additionally, proactively inform the F&O Senior Specialist about any urgent or significant corrective actions that may be required.
- **Accounts payable:** proficiently processing invoices received from vendors and suppliers, meticulously verifying the accuracy of all details, and ensuring prompt and accurate payments are made across various banking institutions.
- **Accounts receivable:** playing a vital role in collecting payments from associations, following up on outstanding invoices, and maintaining records of incoming payments.
- **Data entry:** accurately entering financial data into the accounting software or spreadsheets. Verifying the accuracy of documents and records relating to payments, receipts, and other financial transactions, ensuring that T- codes are accurate and complete.
- **Affiliation fee invoicing:** facilitating invoice processing, including credit notes and communication with associations as required, in close collaboration with the Executive Office and Operations Associate or World YWCA team members. Ensuring the affiliation fee schedule is consistently maintained and updated.
- **Receipting:** generating receipts for grants, donations, and fees received, in coordination with the responsible team member.
- **Expense reporting:** helping employees or departments submit their expense reports, reviewing receipts, and ensuring compliance with company policies.
- **Bank reconciliation:** monitoring bank accounts and ensuring accurate recording and balancing of all transactions.
- **Petty cash management:** maintaining petty cash and diligently recording all cash transactions, overseeing income and disbursements, and proactively communicating any discrepancies or the need for replenishment to the F&O Senior Specialist.
- **Cash flow update:** collaborating with the team to update the monthly cash flow schedule while closely tracking and following up on any issues with the F&O Senior Specialist.
- **Monthly, yearly, and periodic closing:** actively participating in reconciling and controlling all accounts to ensure full compliance with World YWCA policies, procedures, and regulations for financial accounts and records.
- **Financial reporting:** assisting in preparing financial reports, including balance sheets, income statements, cash flow statements, and various schedules used in financial accounting and reporting.
- **Assisting audits:** providing support during external audits by preparing relevant documents and providing necessary information to auditors.
- **Assisting with tax declarations:** supporting the F&O Senior Specialist in preparing Swiss and USA tax documents.
- **Budgeting:** assisting the F&O Senior Specialist and other staff in preparing the annual and



quadrennial budget(s) and mid-year forecast.

- **Financial analysis:** conducting fundamental financial analysis and providing reports or summaries as requested by the F&O Senior Specialist.
- **Compliance and financial procedures:** ensuring adherence to relevant accounting principles, laws, and regulations. Collaborating with other departments or team members to inform and promote understanding and application of World YWCA financial procedures and systems.
- **Internal control review:** collaborating in evaluating financial systems and procedures to maintain an effective control system, maximizing computer and software utilization for robust financial data management, reporting, and analysis.
- **Communication:** collaborating with other team members to exchange information, resolve discrepancies, and support overall financial operations. Working closely with the F&O Senior Specialist to ensure smooth operation of all finance matters.
- **General administrative tasks:** handling administrative duties related to the accounting department, such as filing documents, organizing records, and managing correspondence, including but not limited to the following:
 - Maintaining a list of approved signatories of bank accounts.
 - Maintaining a finance contact list and organizing electronic and hard copy documents, including all suppliers' contracts.
 - Providing administrative support to human resources (HR) as directed by F&O Senior Specialist.
 - Tracking and following up on staff leave accrual and usage, as needed, while generating summary reports.
 - Assisting in the staff timesheet process, yearly allocation, and HR reconciliation (Payroll accounting, insurance, reimbursement, taxes, etc.).
- Support to the F&O Senior Specialist and Director of Operations, as requested.

Skills, Knowledge, and Experience:

Language Skills

- English command (reading, writing, speaking).
- French command (reading, writing, speaking).

Computer Skills

- Excellent command of Office tools (Microsoft Office, Microsoft Outlook), including Excel and pivot tables.

Qualifications and personal characteristics include:

- Appropriately relevant and demonstrated experience in a similar role(s) (3 years experience at minimum).
- Solid knowledge and experience in accounting (experience with the Swiss GAAP FER is an asset) and petty cash management.
- Proficiency in handling payment processing across multiple banks.
- Possess significant experience in multi-currency accounting and reporting.
- Proficiency in the SUN accounting system is an asset.
- Able to work effectively with minimal management guidance/supervision.
- Good analytical and problem-solving skills.



WorldYWCA

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- Excellent relationship-building skills, creativity, drive, and enthusiasm with the ability to build strong, trusting relationships.
- Strong communication skills to be used with the internal World YWCA team and external vendors; excellent verbal and written English and French is essential.
- Experience and comfort in working under tight time constraints to meet deadlines.
- Capable of multitasking and performing general administrative skills.
- Ability to understand a task's overall purpose or goal and attention to detail in completing the task.
- Possession of personal organizational approaches to plan for and complete own work.
- Self-motivated and enthusiastic about the mission of the World YWCA.

How to Apply:

Applications must be addressed to World YWCA via email to hresources@worldywca.org stating WYWCA-ACC/+your surname in the subject line. To apply for this role, attach the following:

- a CV in English
- a motivation letter (two pages maximum) that summarizes how your profile aligns with the critical requirements of this role.
- work certificates
- diplomas or other relevant training or certification documentation
- three references that can be contacted during the recruitment process by World YWCA

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