



World Cocoa Foundation:  
**Finance & Accounting Assistant**  
[www.worldcocoafoundation.org](http://www.worldcocoafoundation.org)  
Washington, DC

**General Description:**

Established in 2000, the World Cocoa Foundation (WCF) is the world's leading organization for cocoa sustainability. The long-term goals of WCF are set out in our [new strategy](#):

- Prosperous cocoa farmers become truly sustainable and profitable, with transformation of traditional smallholder farming into modern business that deliver sustainable livelihoods for farmers and their families;
- Empowered cocoa-growing communities lead their own development, human rights are protected, and safety and wellbeing of children and families are strengthened; and
- A healthy planet is conserved and enhanced, with resilient and biodiverse landscapes in cocoa geographies, and the carbon footprint of the sector is reduced.

WCF works in six areas:

1. Convene cocoa and chocolate industry in collective action;
2. Facilitate multi-stakeholder partnerships;
3. Facilitate industry engagement in policy dialogue with government;
4. Promote industry learning, knowledge sharing, and monitoring and evaluation;
5. Help mobilize resources from development partners and financial and capital market institutions to successfully implement collective action initiatives; and,
6. Communicate industry investment and impact and manage reputational risks.

WCF is a membership organization open to private sector companies engaged in all aspects of the cocoa supply chain. WCF is headquartered in Washington, D.C., with offices in Ghana and Cote d'Ivoire. WCF has an annual budget of about \$8 million and a staff of about 35 people.

**Position Summary:**

WCF seeks a Finance & Accounting Assistant to be responsible for coordinating and executing high quality and deadline driven accounting/financial operations and ensure the fiscal well-being of WCF by providing financial management and oversight, preparing financial reporting, and conducting financial analyses.

This position is based at our Washington DC office. This role will report to the Finance and Accounting Manager. Applicants must be authorized to work in the United States. The salary for this role will be commensurate with experience and position accountabilities. Applications will be reviewed on a rolling basis.

### **Required Skills & Qualifications:**

- Two-year Associate or four-year Bachelor's degree in Accounting, Finance, and/or Business Administration.
- 2-4 years of directly relevant experience strongly preferred, especially accounting and finance experience in a non-profit organization with an annual budget of less than \$25 million.
- Experience with financial & accounting software, Sage Intacct preferred.
- Ability to manage high volume workload in fast-paced, deadline driven environment
- Excellent verbal and written communication skills with the ability to provide strong customer service.
- Proficiency with Microsoft Office Suite especially Excel.
- Must be detail-oriented, well-organized, with the ability to manage multiple projects and priorities simultaneously.
- Able to exercise effective judgment, sensitivity, creativity to changing needs and situations.
- Demonstrated experience for working with employees/members in dealing with confidential issues.

### **Specific Responsibilities:**

#### **Accounting and Financial Operations:**

- Coordinate day to day and monthly close accounting operations with emphases on high quality work that meets deadlines.
- Oversee payables and corresponding compliance to contracts.
- Prepares monthly bank reconciliation.
- Assist in the yearly preparation of invoices for WCF membership dues, and other invoices on a need basis.
- Maintain and develop “always audit ready” and compliant accounting processes, procedures, and documentation.
- Assist in annual audit, preparation of schedules and supporting documents, and interfacing with external audit partners.

#### **Financial Reporting:**

- Prepare financial report templates as may be required by Finance and Operations Team
- Prepare monthly distribution of Board of Directors approved annual budget by programs and activities for upload to Intacct.
- Perform analyses and conduct research as needed for budget monitoring and management.

#### **Functional Support for Finance and Other Functional Areas:**

- Provide monthly contracts vs actual expense reporting
- Support general finance functional needs and process improvements.
- Provide financial and/or administrative support for other WCF functional areas as needed and maybe required by the CFO.

**How to Apply:**

Candidates are requested to upload their **cover letter** describing their interest in this role and WCF and **résumé** to: <https://worldcocoa.egnyte.com/ul/qjxHgUoib6>

Please address the letter to “Human Resources” and name your files using the following convention: ‘Firstname.Lastname Resume’ and ‘Firstname.Lastname Cover Letter’

Applications will be reviewed on a rolling bases until position is filled. No phone calls please. Only shortlisted candidates will be contacted.