



Wildlife Conservation Society Paraguay Program

Job Description

- Position:** Finance and Administration Manager
- Division:** Paraguay Program - Global Conservation
- Reports to:** Country Director – Paraguay Program with dotted line to the Comptroller & CFO of Global Conservation and to the Regional Business Manager
- Coordinates with:** Program/Project managers, Director of Operations Americas, Controller Latin America, field staff and, other WCS departments in NYC.
- Location:** Asuncion, Paraguay
- Deadline date to apply:** 4th December 2020

The Wildlife Conservation Society (WCS) seeks a dynamic, well-organized, hard-working, and committed Finance and Administrative Manager to join our Paraguay program. This position provides an opportunity for a keen individual with a relevant academic background (BA or higher) and work experience to join a cohesive, passionate, and committed team in Paraguay.

POSITION OBJECTIVES:

The Wildlife Conservation Society (WCS) is an international conservation NGO headquartered at the Bronx Zoo in New York City working to save wildlife and wild lands and to meet global conservation challenges in over 60 countries in Africa, Asia, and the Americas. The Americas program works in a diversity of places, from the Arctic coasts and seas of Alaska to the forests of North America & Mesoamerica to the Amazon Basin to the coasts of Patagonia, with over 300 staff in 15 countries.

WCS's Paraguay is one of the youngest programs of the organization in the region. It is comprised of a small team who are based in Asuncion and travel periodically to cover the entire Chaco region, where the Paraguay Program develops its mission. The primary objectives of the Finance and Administrative Manager is to lead the management of the financial systems, reporting to New York office and donors, country budgetary reporting and controls, monitoring and compliance of internal controls, conduct/coordinate operation reviews of project sites and cash management. The position reports to the WCS Paraguay Director, with a dotted-line report to the VP/Comptroller WCS & Chief Financial Officer Global Division in New York (NY) and to the Regional Business Manager, and coordinates with Program/Project managers, Director of



Operations Americas, Controller Latin America, field staff and, other WCS departments in NYC. The Finance and Administration Manager is based in Asuncion, Paraguay. The main responsibilities include but are not limited to:

RESPONSIBILITIES:

General

1. Overall supervision of the Finance and Administration department and staff
2. Ensure financial efficiency in all aspects of operations, advising the Country Director of any problems or weakness in financial controls and procedures, and any ways in which costs could be reduced
3. Strengthen and document administrative and financial policies and procedures
4. Ensure that highest standards of financial integrity are followed
5. Ensure that all projects/activities in the country program are respecting national legislation including customs regulations, labor rights, taxes, benefits, etc.
6. He or she will carry out activities which his (her) supervisor determine to be carried by administrative-financial personnel within the program.
7. Support the Director of the Paraguay program in all financial and administrative aspects related to the work of WCS.

Financial Management

Budgeting, projections and cash flow management

- Assist the Country Director and Project and Regional Directors in preparing budgets for project proposals and annual budgeting in coordination with the Regional Business Manager, Director of Operations Americas and other departments in NY accordingly.
- Maintain the budget, including preparation of budget adjustments according to established procedures
- Ensure up-to-date figures for costs of staff salaries and benefits
- Compile quarterly projections of expenditure and cash flow for projects and country office to ensure that sufficient funds are available for project operations
- Maintain an accurate database of project funding, including contracts, project budgets and donor-specific procedures and regulations

Monitoring and managing expenditures

- Ensure that all expenditures are made in accordance with established procedures, including verification of supporting documents and budget availability
- Monitor and review expenditure against budgets on a monthly, quarterly and annual basis by project and for country office as a whole and review it at least quarterly with the Regional Business Manager.
- Prepare monthly reports of expenditure against budgets for internal use, including monitoring of expenditure against project activity budgets as well as WCS project, grant/fund and account code.



- Where expenditures on projects are not in line with budgets, bring this to the attention of the project director and/or country director and regional business manager. Make recommendations to adjust spending accordingly.
- Monitor all bank transactions in coordination with WCS NY, prepare checks and approve monthly bank reconciliations.
- Where funds are received in-country, ensure that these are correctly reported to WCS NY and posted to the appropriate project, fund/grant and account code
- Oversee cross-charging to other country programs as per established procedures
- Ensure complete accounting records are maintained including vouchers, authorizations, and reconciliations, including both paper and electronic records.
- Ensure proper tracking of project advances to staff, ensuring that advances are accounted for in a timely manner according to WCS procedures, and that an accurate balance sheet is kept of each staff member's outstanding advances.

Reporting

- Prepare and submit accounting and reporting on all country project expenditures to WCS New York according to WCS established procedures and deadlines.
- Oversee monthly and year-end closure of accounts, reports and bank reconciliations.
- In consultation with the WCS Country Director and the Project Managers/Directors, ensure communication, reporting and administrative requirements of donors are met.

Audit and quality control

- Ensure that all transactions entered into the SAP system in the central office are correctly and consistently recorded, including donor and/or activity information where needed.
- Ensure that revenue and expenditures posted by WCS NY are correct, and are assigned to the correct project, fund/grant and account codes, and where problems are found ensure that these are resolved with the appropriate staff in NY along with project staff as required
- Supervise regular petty cash counts out on a weekly basis
- Assist in preparation of internal and/or external audits, in coordination with the regional controller prepare audit responses and ensure implementation of accepted recommendations

Contracts and sub-awards

- Review budgets for contracts and sub-awards to other organizations to verify that costs are reasonable and sufficient for proposed activities, and meet donor requirements for budget presentation.
- Participate in the Subrecipient Risk Assessment process.
- Ensure that contractees and sub-awardees meet financial reporting requirements
- Where necessary, perform audits of contractee or sub-awardee financial systems and reports



Staff Administration

- Assist the country director in establishing salary scales and other benefits, terms and conditions of employment, leave and work schedules in adherence with country program guidelines and following the national labor laws.
- Assist Country Director in the evaluations of current national staff levels and competence, and assist in training and recruiting of new staff
- Oversee preparation of payroll including taxes and other statutory deductions, Ensure salary advances are paid and recovered according to WCS's established procedures.
- Monitor leave taken by staff, ensure all leave is approved by supervisors and track leave taken by each staff on an annual basis.
- Ensure that complete personnel files are kept for all staff employed by the country office.
- Oversee expatriate staff administration and logistics (visas and work permits, travel)

General administration and logistics

- Oversee management of country office, including lease arrangements and payment of rent, property insurance, procurement of office supplies, furniture and equipment, security arrangements, and supervision of maintenance and cleaning.
- Ensure that equipment and supplies are procured according to project needs and budget, and that supplies and equipment are inventoried, issued and used in accordance with established procedures
- Oversee management of the country vehicle fleet (registration, insurance, repairs and maintenance, and trip scheduling); ensure that vehicles are used according to WCS's vehicle regulations and that fuel use is properly monitored;

QUALIFICATION REQUIREMENTS:

- Bachelor degree in Business Administration, accounting major preferred. MBA or CPA a plus.
- Bilingual: Spanish and English
- Demonstrated ability in the development and implementation of financial policies and procedures.
- Knowledge of labor laws, social security and processes in Paraguay.
- Excellent interpersonal relations.
- Proactive, independent, with ability to perform teamwork and interact with different types of professionals in a positive way.
- Significant experience with the financial management of government and agency grants and contracts –minimum 5 years.
- At least five years of experience managing a financial area for a corporation or non-profit organization.
- Willingness to travel to field sites and WCS headquarters as needed
- Good communication skills, both written and verbal, as well as strong analytical skills.
- Proven managerial skill and ability to work in a team setting within an organization.



The Finance and Administration Manager will also contribute to expand and uphold the Society's policies towards Equal Employment Opportunities for women, minorities, veterans, the handicapped and other protected groups.

All applicants are requested to send a cover letter and CV, either in English or Spanish, to mfleytas@wcs.org, with the subject **Finance and Administration Manager**.

Compensation:

The salary will be in accordance with qualifications and experience of the candidate.

Closing Date: 4th December 2020