



Maliasili is a dynamic and innovative organization that is taking a different approach to driving locally-led conservation impact in Africa. We find the best local African conservation organizations and make them better by strengthening their organizational performance, leadership, and resources so that they can achieve greater impact. Our [partner portfolio](#) includes outstanding local and national organizations at the forefront of wildlife conservation, land restoration, and coastal fisheries. Our partners are pioneering conservation approaches grounded in community and indigenous land rights, generating economic opportunities from nature-based businesses, and restoring ecosystems across many of Africa's most important landscapes.

Since its founding over a decade ago, Maliasili has built a portfolio of roughly 40 partners working across over 35 million hectares of critical landscapes and ecosystems in seven countries. We have helped our partners generate or leverage more than \$15 million in funding for their work, developed a growing set of tools to help improve their organizational performance, and supported many of our partners to grow their impacts in the field significantly. Our goals are to build a portfolio of Africa's best local conservation organizations, help them collaborate and learn from each other, and scale up their community-based conservation work on the ground and their leadership capacity within the conservation field.

Maliasili's [2025 strategic plan](#) describes an ambitious growth trajectory focused on tripling our portfolio of partners, expanding our geographic reach, and catalyzing a new generation of African conservation leadership.

Associate - Finance and Administration

The Associate will provide a range of support for Maliasili's financial operations and administration, including accounting and bookkeeping. The Associate will work closely with the Sr. Manager – Finance and Administration and the Manager – Finance & Administration.

Roles and Responsibilities

Administration

- Manage the procurement process and suppliers' relations.

Bookkeeping

- Responsible for essential tasks relating to Accounts Payable and Accounts Receivable as directed by Sr. Manager – Finance and Administration and in accordance with Maliasili's accounting policies and procedures
- Responsible for maintaining the general ledger in QuickBooks
 - Post bills, receipts, and other bookkeeping transactions
 - Post and/or match transactions directly from the bank feed

- Reconcile monthly bank and credit card statements
- Post revenue transactions
- Manage transactions using classes
- Post monthly journal entries
- Custom journal entries/allocations
- Process and submit payroll and related state and federal payroll taxes in multiple states
- Provide information to the Sr. Manager – Finance and Administration in a timely manner for the production of financial statements
- Prepare report data for the Sr. Manager – Finance and Administration to ensure timely compliance with local, state, and federal government reporting requirements
- Maintain an accurate and organized cloud base file system

Competencies

The successful candidate for this position will have the following skills and competencies:

- Depth of knowledge in Generally Accepted Accounting Principles and familiarity with nonprofit accounting systems and practices, including IRS 501(c)(3) Compliance
- Mastery of Excel and knowledge of QuickBooks and/or other accounting software
- Familiarity with online remote working platforms, such as Google Suite and Slack
- A high degree of attention to detail, accuracy, and organization
- Strong written and oral communication skills
- Passion for Maliasili's mission to contribute to the development of organizational excellence and impact in African natural resource management and conservation organizations
- A team player who can work independently but also enjoys working with a fun, diverse global team
- Someone who is driven to achieve, eager to learn and grow, and enjoys a good laugh
- Ability to work autonomously as part of a remote, diverse, and growing team

Reporting and Supervision

The Associate – Finance and Administration reports to the Sr. Manager - Finance and Administration.

Location

This is a remote, work-from-home position, preferably located either in the United States or Kenya.

Compensation and Benefits

The beginning salary range for this position is \$37,050 - \$49,400, commensurate with experience. Other benefits include a health plan stipend, retirement plan, home office stipend, and unlimited, discretionary paid leave.

Process

Interested candidates can apply by sending a cover letter and CV in PDF format to recruitment@maliasili.org by 29th March 2024.