

POSITION DESCRIPTION

Title: Senior Accountant
Category: Full Time Position
Reports to: Controller
Location: Kansas City
Effective: June 2016

Introduction

660 million people – about one in ten – lack access to safe water. More than twice that many, 2.4 billion people, don't have access to a toilet. These are the people Water.org serves. We are a global non-profit based in Kansas City, Missouri working to ensure safe water and sanitation for all. We go beyond traditional approaches to safe water and sanitation, focusing on addressing the underlying causes of this global crisis and innovating to deliver large-scale and sustainable change. Co-founded by Gary White and Matt Damon in 2009, Water.org has impacted more than 3 million lives and transformed thousands of communities in Africa, South Asia, and Latin America. Learn more at <http://water.org/>

Summary

The Senior Accountant will further the cause of Water.org's mission by initiating and supporting compliance reporting, analyzing financial and operating information and procedures and actively participating on the Finance and Administration team. This position requires strong accounting and analytical ability as well as multitasking and effective communication with individuals at all levels of the organization. The position is located in Kansas City, Missouri and reports to the Controller.

Key Responsibilities

- Help maintain our investment portfolio which includes:
 - Record investment activities
 - Timely and accurate reporting of all transactions related to the investment fund(s) including in-depth analysis of performance.
 - Ensure compliance with various regulations by researching changing accounting treatments, tax restrictions and limitations and other applicable requirements.
- Coordinate and manage all aspects related to the general ledger accounting for the investments.
- Prepare for and participate in yearly audit of the funds through the preparation of work papers.
- Prepare the required reporting to investors including applicable tax forms, fund performance and key deliverables.
- Perform tasks related to federal funding through USAID.
- Take an active role in preparing the annual budget for the investment fund(s).
- Perform a variety of regular and recurring accounting functions requiring professional competency.
- Use judgment and professional skills in determining appropriate procedures for preparation of accounting records, research analysis of transactions and reporting.

Other Areas of Responsibility

- Assist in the monthly preparation of financial reports by reviewing financial data to ensure its integrity.
- Contribute to the development and administration of the annual budget and related reporting.
- Assist with preparation of payroll for all locations.
- Document accounting procedures, review annually and assist with compliance.

- Contribute to the professional development of others and the success of the team through the sharing of knowledge and performance of duties.
- Perform ad-hoc reporting and special projects as assigned.

Skills and Competencies

- Ability to plan, prioritize, coordinate and manage multiple projects simultaneously and efficiently, meeting all related deadlines.
- Strong organizational skills with thorough attention to details to identify errors and ability to communicate work progress regularly.
- Good math and analytical skills.
- Ability to work unsupervised with both detailed and minimal instruction.
- Commitment to ethical standards.

Qualifications

- Bachelor's degree Finance, Accounting or Economics required; MBA and/or CPA preferred
- Minimum of 5+ years professional finance, accounting or economics experience
- Experience with federal funding such as USAID highly desired
- Demonstrated analytical skills
- Advanced knowledge of Excel and strong computer skills, including Microsoft Office
- Knowledge of Financial Edge general ledger software preferred.
- Self-motivated with excellent organization skills
- Strong verbal and written communication skills

Salary/Benefits

This position offers full-time benefits, including medical/dental insurance, life and disability insurance, retirement program and periodic review for merit and incentive pay based on organizational and personal achievement. Salary will be based on education and experience, and will coincide with similar nonprofit organizations in international development.

Application Information

Please apply at <http://water.org/about/careers/> Please title your attachments with lastname, firstname. Submissions will be reviewed as they are received.

PLEASE DO NOT CONTACT US FOR STATUS UPDATES.

Water.org is an equal opportunity employer and does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. We are committed to providing an inclusive and welcoming environment.