



POSITION DESCRIPTION

Title: Controller, WaterCapital

Category: Full Time, Exempt Position

Reports to: Managing Director, WaterCapital

Location: Kansas City, MO

Introduction

660 million people – about one in ten – lack access to safe water. 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 4 million lives and transformed thousands of communities in Africa, Asia, and Latin America. Learn more at <http://water.org/>

In 2015, Water.org launched a new business unit, WaterCapital, to raise social impact capital to target investments in water supply & sanitation enterprises and financial institutions serving those at the base of the economic pyramid. WaterCapital has raised an initial \$10M fund focused on investments in India and is preparing to raise an estimated \$50M fund targeting South and Southeast Asia. Investments will initially include senior debt and partial loan guarantees and may be further diversified going forward.

Summary

The Controller for WaterCapital will lead day-to-day financial operations including: investment and investor accounting and its administration, financial reporting, month end reconciliation work, analyzing financial information, organizing accounts, managing bank accounts, and maintaining the relevant legal documents and compliance filings. This position will play a crucial role in ensuring the necessary financial controls are in place and making sure that all the relevant reports are accurate and compliant with the required standards, rules, and regulations. He/she is accountable for developing as well as maintaining the financial controls in various emerging areas of investment. This position requires strong accounting and analytical ability as well as multitasking and effective communication with individuals at all levels of the organization.

WaterCapital is in a start-up phase, and this position may evolve as the team grows and priorities change. The candidate must be highly adaptable to change and willing to play a variety of roles. S/he should be comfortable working remotely from other team members, including across borders.

Key Responsibilities

- Coordinate and manage all accounts, ledgers and reporting systems for investment funds and business operations ensuring compliance with appropriate GAAP standards and regulatory requirements.
- Record all accounts payable and accounts receivable and ensure timely processing of payments according to contracts and budgets.
- Maintain internal controls and safeguards for receipt of revenue, costs, budgets and actual expenditures.

- Coordinate all annual financial audit activity including the preparation of work papers.
- Consistently analyze financial data and present financial reports in an accurate and timely manner.
- Clearly communicate timely financial statements.
- Monitor progress and changes and keep leadership informed of WaterCapital's financial status.
- Lead the annual budgeting and planning process.
- Support the Managing Director in informing board of financial status.
- Manage cash flow forecasting by working with the Managing Director to assess the financial efficacy of operations.
- Manage and track the performance of invested assets in keeping with policies and investment guidelines including:
 - 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.
 - Prepare the required reporting to investors including applicable tax forms, fund performance, and key deliverables
- Manage payroll for all WaterCapital staff locations, which includes multiple U.S. states and may include multiple countries in the near future.
- 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

- Prepare monthly financial reports.
- Manage financial data to ensure its integrity.
- Document accounting procedures, perform annual review of procedures, and manage U.S.-based regulatory 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.
- Self-motivated with excellent organization skills and thorough attention to detail
- Strong verbal and written communication skills
- Strong math and analytical skills.
- Ability to work unsupervised with both detailed and minimal instruction.
- Commitment to ethical standards.
- Nimble Learning – Actively learning through experimentation when tackling new problems, using both successes and failures as learning fodder.
- Drives Results – Consistently achieving results, even under tough circumstances.
- Collaborates – Building partnerships and working collaboratively with others to meet shared objectives.
- Optimize Work Processes – Knowing the most effective and efficient processes to get things done, with a focus on continuous improvement.
- Manages Ambiguity - Manages ambiguity by operating effectively, even when things are not certain or the way forward is not clear.

Qualifications

- Bachelor's degree Finance, Accounting or Economics required; MBA preferred
- Minimum of 7+ years professional finance, accounting or economics experience
- Minimum 3 years of experience with financial audits
- CPA professional designation, Certified Management Accountant (CMA) and/or Certified Global Management Accountant (CGMA) a plus
- Advanced knowledge of Excel and strong computer skills, including Microsoft Office.
- Knowledge of Financial Edge general ledger software a plus.

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>

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.