



OPEN POSITION ANNOUNCEMENT

Water For People is a global nonprofit working across nine countries, bringing together communities, local entrepreneurs, and governments to build and maintain water and sanitation services that will last. We have a sustainable solution to end the global water and sanitation crisis, and our employees across the world help drive this solution.

Water For People is currently recruiting for the position of **Financial Controller**. The Controller provides oversight of all finance, accounting, and reporting activities of Water For People, which includes the production of consolidated internal and external financial reports in accordance with U.S. Generally Accepted Accounting Principles (GAAP) and applicable regulatory requirements. The Controller maintains a robust system of accounting records, a comprehensive set of controls, and financial policies and procedures. Reporting to the CFO, the Controller leads the day-to-day accounting operations and financial reporting of Water For People's Headquarters (HQ) in Denver and supervises the Denver Accounting team. The Controller has functional responsibility over month and year-end close processes, revenue, accounts receivable, HQ payroll, and accounts payable. The Controller ensures that Water For People has the systems and procedures in place to support effective budget development and monitoring and lead flawless external and internal audits of its financial reports and systems. The Controller works closely with Global Programs and Business Development leaders and their teams to support program operations and fundraising activities. In addition, the Controller partners with the CFO, the Senior Leadership, Human Resource (HR), and Information Technology (IT) teams to enhance and better integrate Finance, HR, and IT functions and streamline information flows. The Controller demonstrates an understanding of organizational priorities, mission, vision, values, and strategic goals and objectives, as well as trust and teamwork.

ESSENTIAL JOB FUNCTIONS AND DUTIES:

Financial Reporting & Accounting Leadership

- Oversees and manages the accounting and reporting operations of Water For People HQ
- Leads the preparation and reporting of accurate and timely global monthly, quarterly, and annual consolidated financial statements in accordance with GAAP for Senior Leadership Team (SLT), including visual financial dashboards
- Coordinates with the Finance Grants Manager and the Regional Finance team on country level financial reporting processes to ensure controls are in place, policies, and procedures are followed and timely financial reports are generated
- Analyzes financial data and monitors progress and changes to keep the CFO and the rest of the SLT members abreast of Water For People's financial status
- Supports the CFO in preparing quarterly and annual financial presentations to Water For People's Finance Committee and full Board of Directors
- Ensures orderly accounting filing system and audit trail are maintained for all entries and transactions

- Prepares, organizes, and coordinates annual external audit support in collaboration with the CFO, Finance Grant Manager, and Regional Finance & Admin Managers
- Oversees the proper recording and allocation of expenses in their proper functional categories, and the reporting of such on the annual IRS Form 990
- Organizes data collection, including non-financial items, for IRS Form 990 and coordinates the preparation and timely filing with the external tax accountants

Treasury, Fixed Assets and Obligations Management

- Performs cash management functions and prepares monthly global cash flow reports and analysis in coordination with responsible units to ensure steady cash flow is maintained
- Tracks and manages restricted and unrestricted cash balances and net assets
- Assesses and reports impact of foreign exchange (FX) variance on cash balances and needs
- Assists the CFO in the identification, development, and implementation of investment or financing options and strategies for excess or shortage of cash
- Manages and tracks the performance of invested assets in keeping with policies and investment guidelines
- Manages Water For People's Line of Credit and other loan accounts
- Manages banking and other financial institution relationships
- Oversees fixed asset accounting and reconciliations as part of monthly financial statements
- In coordination with the Finance Grants Manager, provides guidance to Country Programs on proper asset acquisition and disposal steps and entries
- Manages the review, approval and recording of bi-weekly HQ payroll

Organizational Budget & Projections Management

- Works collaboratively with the CFO and SLT to lead the annual budget development including preparing budget timelines and templates, setting FX rates, training employees, reviewing and analyzing for reasonableness, and consolidating for SLT and Board of Directors review and approval
- Administers and reviews budgets and actual results to identify, explain, and correct variances in a timely manner
- Leads the quarterly financial projections process and reporting in coordination with the Finance Grants Manager
- Coordinates the development of models and forecasts of revenue, expense, cash, and carryover balances for SLT to support strategic decision-making
- Manages all HQ personnel cost projections and budget
- Meets with HQ department managers to understand and communicate budget and projection variances
- Conducts quarterly reviews with HQ department managers to understand actual spending and assist in department reforecasting

Policy & Controls

- Updates and maintains the global Finance Policy Manual to ensure appropriate internal controls are in place and a strong control environment is maintained across the organization
- Ensures proper policies and guidelines are in place for new practices or activities
- Plays a key role in helping to assess risk, analyze efficiency and inform policy decisions made by the CFO and the SLT

- Helps define and communicate accounting and financial procedures and trains employees as needed around compliance
- Assists global finance team in developing, training, and assisting all employees (finance and nonfinance) in accounting rules and treatments

Team Leadership

- Leverages strengths of the current finance team members, helps to clarify roles and responsibilities, and develops and implements training programs to maximize and reach optimal individual and organizational goals
- Provides leadership in strengthening internal communications with staff at all levels throughout the organization; creates and promotes positive, supportive, and collaborative work environment

Other Duties & Responsibilities

- Manages the ongoing relationship and system improvements of the financial accounting software (NetSuite)
- Acts as the primary administrator of the financial accounting software (with the CFO as the backup)
- Other duties as assigned by CFO

SUPERVISORY RESPONSIBILITIES:

- Recruits, motivates, organizes, manages, trains, and leads team in a manner which promotes professional development, while maintaining team focus on organizational priorities
- Builds alignment and consensus within the team around organizational goals
- Demonstrates leadership in cross-functional collaboration across the organization
- Sets individual contributor and team goals, and conducts performance reviews for direct reports
- Manages the budget and financial reporting for department activities
- Ensures team is following appropriate business processes, procedures and policies

BEHAVIORS AND COMPETENCIES:

- **Connect to Mission** – Works to integrate own behaviors with the mission of the organization; connects the organization’s mission with established structure and activities; actively works to improve the capabilities of teams; actions and decisions are taken with the organization in mind
- **Manage through Ambiguity** – Adapts to people, shifting demands, and changing priorities with ease; creates clear picture of the importance and relevance of change; finds way to apply innovative ideas to enhance business results
- **Demonstrate Cultural Awareness** – Establishes an inclusive environment; is appreciative, affirming and inclusive of all cultural backgrounds; demonstrates active listening, empathy and effective engagement to increase cultural competence
- **Action-oriented** – Integrates a variety of information or translate corporate strategy; drives innovation to create competitive edge; introduces substantive improvements to enhance performance throughout a functional area; creates something that stands out against the norm to help deliver industry-leading performance
- **Sense of Team** – Facilitates collaboration; invests in building relationships; advocates ideas and effectively negotiates to achieve mutually successful outcomes; knows and considers the capabilities of coworkers in own actions; brings people together across boundaries, leveraging

differences to achieve results as a team

- **Build Talent and Team** – Builds sustainable talent pipeline; looks beyond own team, towards building organizational capacity; reviews employees' capabilities to assess organization capacity to deliver on strategy; challenges individuals to champion the talent management agenda; benchmarks people's capability and people's processes
- **Impact and Influence** – Empowers teams to perform; appropriately uses the power of the position as well as personal influence to achieve outcomes; persuades others to willingly pursue a course of action against their initial inclination; creates a team spirit of excitement and positive motivation; holds the group/team accountable to higher goals based on greater empowerment

QUALIFICATIONS, KNOWLEDGE & SKILLS REQUIRED:

- Masters' Degree in Accounting or Finance, or equivalent work experience
- 7-10 years of experience in finance or accounting
- Minimum of 3-4 years of people management experience
- US Certified Public Accountant (CPA), preferred
- Minimum of 4 years nonprofit experience
- Corporate consolidations experience
- Knowledge of accounting and financial planning software, preferably NetSuite
- Understanding of the principles and practices of accounting, auditing, and financial reporting
- Foreign currency translation experience
- High level attention to detail, self-motivated, and a team player
- Ability to be a strategic and analytical thinker, energetic and demonstrate enthusiasm and leadership in this role
- Excellent written and verbal communication skills
- Spanish language strongly preferred
- Advanced computer proficiencies with Microsoft Office programs including Word, Excel, Power Point and Outlook

PHYSICAL REQUIREMENTS & WORKING CONDITIONS:

- Ability to travel 15% domestically and internationally to low- and middle-income countries, where travel is rugged.
- Open office environment
- This position is based at Water For People Headquarters in Denver, Colorado

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

Contact and Further Information:

If you are both qualified and Water For People interests you, please visit our [Career Center](#) and apply with your resume and cover letter to this position. Please no phone calls or in-person inquiries.

Deadline for submitting your application is **5 pm MDT, Tuesday, July 21st**.

This is an exempt, full time position with a comprehensive benefits package. Salary range is \$92,000 - \$103,000 annually. Only shortlisted candidates will be contacted.

Water For People cannot provide immigration sponsorship for this position.

Perks of working at our office space which is located at I-25 and Broadway:

- Employer-paid parking
- Walking distance from I-25 and Broadway RTD station
- Food trucks outside the office daily
- Dog friendly workplace