



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 **Senior Accountant**. The Senior Accountant provides support to the Financial Controller in oversight of the headquarters (HQ) accounting functions and reconciliation of accounts. The Senior Accountant manages the accounting of restricted and unrestricted revenue from various funders and the development, analysis, and application of Fixed Cost Recovery (FCR) rates. The Senior Accountant is responsible for the management of procurement contracts globally. This position also works to ensure compliance with revenue recognition accounting principles, donor requirements, and internal policies and procedures.

ESSENTIAL JOB FUNCTIONS AND DUTIES:

Headquarter Accounting Oversight

- Performs all high-level reconciliations of HQ accounts, helping maintain a high standard of checks and balances within the department
- Works closely with the Staff Accountant to ensure accurate and timely accounting for all HQ activities while leading or assisting with adjusting entries, troubleshooting issues that arise, and approving HQ transactions
- Manages a timely month-close process for HQ
- Performs accounting entries, as necessary
- Serves as backup to the Staff Accountant, including HQ payroll processing
- Plays a key role in the preparation for the annual external audit and 990 tax return
- Assists the Financial Controller in other financial activities as instructed

Revenue Accounting

- Manages the recognition of all revenue and carryovers within a fiscal year and across multiple fiscal years, based on review of all revenue agreements and contracts
- Maintains proper documentation for all revenue recognition determinations and corresponding agreements
- Manages the accuracy of all revenue within the accounting system, across multiple subsidiaries, and specifically responsible for recording all agreement-based revenue and revenue adjustments within the accounting system
- Creates and maintains all grant information and reporting requirements within the accounting system

- Reconciles revenue with the fundraising team to ensure their records agree with finance's for both year-to-date actuals and projections
- Assists the Financial Controller in the annual budgeting, quarterly projections, and monthly financial reporting process for all revenue
- Tracks outstanding grant receivables and deferred balances for cash-flow forecast and analysis
- Manages the development, analysis, application, and updating of Full Cost Recovery (FCR) rates
- Assists with the creation of fee for service billing rates

Procurement & Other Duties

- Coordinates the review and approval of procurement contracts globally
- Keeps a log of all open contracts
- Ensures procurement practices are followed globally and that all employees are aware of and trained in procurement policies and procedures
- Other duties as assigned

BEHAVIORS AND COMPETENCIES:

- **Connect to Mission** – Embraces the Water For People mission and works to align tasks to support mission; align own behavior with the needs or priorities of the organization and demonstrates commitment to the mission; show respect and composure, publicly admit mistakes and commit to learn
- **Manage through Ambiguity** – Deals comfortably with uncertainty; effectively cope with change; can decide and act without having the total picture; balance thinking with action
- **Demonstrate Cultural Awareness** – Understands and values different perspectives while looking for the common ground; recognize and respect diversity through words and actions; effectively interact, work, and develop relationships with people of various cultural backgrounds
- **Action-oriented** – Sets priorities and takes action; has an unwavering commitment to delivering quality work products; recognize needs or opportunities to act; maintain an attitude of open, curious and proactive learning, continually expanding own area of understanding and expertise
- **Sense of Team** – Creates partnerships and effective working teams; consciously use the informal structures, dynamics and culture of an organization to get things done; actively share and seek input in decision-making from appropriate sources; show others how their objectives align with own, getting past individual bias; invest in building relationships with others

QUALIFICATIONS, KNOWLEDGE & SKILLS:

- Bachelor's degree in accounting or equivalent work experience
- Minimum of five years of professional accounting experience
- Minimum of three years of experience in non-profit revenue accounting strongly preferred
- Previous experience in managing grant revenue and budgets required
- Understanding of US GAAP compliant accounting principles and standards, and non-profit accounting standards
- Spanish speaking strongly preferred
- A creative thinker, energetic and able to demonstrate enthusiasm and leadership

- Advanced computer proficiencies with Microsoft Office programs including Word, Excel, Power Point and Outlook, and Adobe
- Advanced knowledge of NetSuite or other cloud-based accounting software
- Intermediate to advanced understanding of accounting, auditing, taxes, and financial reporting
- Flexible, ability to multi-task, and meet routine deadlines
- Understanding of confidentiality of certain items (including but not limited to payroll data) while also maintaining financial transparency
- High level of attention to detail, self-motivated, team player with a demonstrated high level of effectiveness, efficiencies and accuracy
- Ability to communicate effectively in verbal and written form with those who may not possess a financial background

PHYSICAL REQUIREMENTS & WORKING CONDITIONS:

- Ability to travel up to 10% 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, Thursday, September 24th**.

This is a exempt, full time position with a comprehensive benefits package. Salary range is \$55,000 - \$65,000 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