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 Staff Accountant. The Staff Accountant manages the day-to-day accounting functions for the Denver office. This position manages the accounts payable process, cash management, recording of revenue, and the finance function of the US & UK payroll. The Staff Accountant plays a key role in the month-close process, annual external audit preparation, and adding to our continuous learning environment.

ESSENTIAL JOB FUNCTIONS AND DUTIES:

- Manages the accounts payable process:
  - Processes online bank checks/ACH/wire payments
  - Manages the accounting review and approval of purchase orders and expense reports in the accounting system
  - Manages corporate credit cards
  - Ensures proper documentation and accuracy with all transactions
  - Records all necessary entries in the accounting system
  - Manages all vendor information and profiles in the accounting system
  - Updates vendor banking information as well as uploads check files into the banking system
  - Manages the annual Form-1099 and 1096 processing
  - Processes any stop payments in the banking system, as needed
- Processes wire transfers to country offices, soliciting the optimal exchange rate between multiple institutions
- Tracks cash levels daily and initiates bank transfers, as needed
- Assists in preparing any bank-related paperwork for personnel changes and setting up or closing accounts
- Imports revenue into the accounting system and, in collaboration with the Senior Accountant and Business Development team, reconciles between the accounting and donor database
- Records intercompany entries between country offices and Denver
- Performs month close tasks:
  - Records fixed assets/depreciation, prepaid expenses, accruals, gift in-kind, general ledger adjustments, and accrued vacation
  - Performs multiple account reconciliations
- Compiles various financial reports
- Conducts trainings on the process for submitting purchase orders and expense reports for all US reporting new hires
• In collaboration with the Talent team, processes the US and UK payroll, troubleshoots issues in the payroll system, and completes all the necessary reconciliations and posting of data into the accounting system
• Is an integral part of our continuous learning culture and high level of collaboration by participating in and leading trainings with both finance and non-finance colleagues
• Plays a key role in the preparation of the annual external audit
• Updates consolidated exchange rates in the accounting system
• Performs other tasks as needed

BEHAVIORS AND COMPETENCIES
• **Connects to Mission** – Embraces the Water For People mission and works to align tasks to support mission; aligns own behavior with the needs or priorities of the organization and demonstrates commitment to the mission; shows respect and composure, publicly admit mistakes and commit to learn
• **Manages through Ambiguity** – Deals comfortably with uncertainty; effectively copes with change; decides and acts without having the total picture; balances thinking with action
• **Demonstrate Cultural Awareness** – Understands and values different perspectives while looking for the common ground; recognizes and respects 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; recognizes needs or opportunities to act; maintains 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 shares and seeks input in decision-making from appropriate sources; shows others how their objectives aligns with own, getting past individual bias; invests in building relationships with others

QUALIFICATIONS, KNOWLEDGE & SKILLS:
• Bachelor’s degree in Accounting/Finance/Business or equivalent work experience
• Minimum of four years accounting experience required
• Basic to intermediate understanding of accounting, auditing, and financial reporting
• Payroll processing (ADP) experience preferred
• Spanish speaking preferred
• Nonprofit experience preferred
• Advanced proficiency with Microsoft Excel and accounting software (preferably NetSuite)
• High level of attention to detail and ability to meet routine deadlines
• 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 office 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, Friday, March 5th.

This is an exempt, full time position.

Salary Range: The anticipated starting pay range for this position is $54,000 - $61,000 annually and may be modified depending upon skills, experience, and geographical location.

Benefits: We provide a comprehensive benefits package that promotes employee wellness and success which includes healthcare coverage, life insurance, an employee assistance program, paid time off and parental leave, paid holidays, and a 403(b)-retirement savings plan with employer match.

Only shortlisted candidates will be contacted.

Water For People cannot provide immigration sponsorship for this position.