



Position Name:

Finance & Accounting Manager

Who we are:

MarketShare Associates (MSA) is a socially-driven global consulting firm. We provide innovative solutions for the private sector, government and civil society to improve, measure, and communicate the economic and social impacts of their investments. We believe market dynamics have a strong impact on how people live their lives. Our vision is to improve economic systems in order to reduce poverty. We recognize complexity and as such, use a systems approach to design solutions that work within dynamic environments.

We take a bespoke approach to every engagement, developing tailored and contextually rooted services for clients across our core service areas:

- RESEARCH – Market and Applied Research
- PERFORM – Strategic and Adaptive Management
- MEASURE – Results Measurement and Evaluation
- EMPOWER – Inclusive Business and Economic Empowerment.

Since 2009 we have worked with a wide variety of clients and partners in dozens of countries across six continents.

MSA 's VALUES

EXCELLENCE

We believe in what we do – it's why we're here. Our work reflects our passion.

DISRUPTION

We're here to do development differently – more empowering, more systemic, with more proof.

HUMILITY

We see self-awareness as a prerequisite to learning. We embrace our mistakes as means to improvement.

HUSTLE

Good things don't come to those who wait. We drive networking and new business the same way we drive innovation – restlessly.

COLLABORATION

We're better together, drawing on each other's viewpoints and experiences to deliver for clients. Working in teams is core to our identity.

CELEBRATION

We work hard and life gets hectic – we take time to celebrate and enjoy it. Otherwise, what's the point?

Our work:

At MSA, our staff build results measurement systems for development programs, social enterprises and impact investors; research power dynamics and their influence on market behaviors; train client staff to think more systemically about the problems they seek to address; pitch MSA's services to new potential clients; write thought pieces; and brainstorm new approaches to old problems. Regardless of task, our focus on disrupting the status quo demands critical engagement.

Who we want:

We are looking for a driven professional with solid communication, technology, analytical and management skills. Candidates should possess knowledge of all aspects of generally accepted accounting principles (GAAP). The position will work closely with MSA's Senior Operations Manager and Chief Executive Officer.

MSA is growing – this opportunity offers significant opportunity for the successful candidate to grow with us, assuming progressively greater responsibility with MSA.

We are looking for someone who finds fulfillment in:

- **Time and budget management.** We believe in what we do, and we know our clients rely on us to use our time and budgets wisely. This role will manage engagement finances and ensure that spending is on track, including monitoring burn rates and reporting on accrued revenue.
- **Building and communicating organized financial systems.** This position will require working with cross-functional teams, partners, and clients to share MSA's financial systems and procedures. The ideal candidate will be solutions-oriented and proactive, suggesting and executing improvements to our existing systems to ensure that the finance function is running smoothly and evolving with the growth of our team.
- **Mission-driven work.** MSA's support functions, including finance, are equally important to our technical advisory services in our ability to carry out our mission. We want someone who shares our drive to create a more equitable world and delivers high quality work to support that mission.

Requirements:

- At least 3-5 years of relevant work experience
- A bachelor's degree in accounting or finance
- Exceptional attention to detail and prioritization skills
- Ability to deliver high quality work in a fast-paced environment
- Excellent judgment skills with ability to operate independently and efficiently

- Team player attitude, with excellent communication skills and high degree of professionalism

Other desired characteristics:

- Experience with government contracts, including particularly the United States Agency for International Development
- Master's degree in business administration (MBA) or professional accreditation such as Certified Accountant (CPA), Certified Management Accountant (CMA) or Chartered Global Management Accountant (CGMA).
- Experience in public accounting, currency exchange, intercompany accounting, payroll and IT expertise.

Other Information:

This position will be supported by MSA's Senior Operations Manager based in Denver, Colorado. We are open to this position being part-time or full-time and ask that you please note your preference as part of the application details outlined below. We may also consider a change in title based on the level of seniority of the successful applicant. The salary band for the full-time role is \$55,000 - \$65,000 USD. The final salary will be determined based on years of experience and performance during the recruitment process.

Application Details:

Deadline to apply is Thursday, March 23rd. To apply, please send your current CV to recruitment@marketshareassociates.com, indicating the position title "Finance & Accounting Manager" in the subject line. If you have not heard back within 2 weeks after the application deadline, please send a follow up email to recruitment@marketshareassociates.com. We want to make sure no emails get lost in cyberspace!

Please also include a cover letter (maximum one page) answering the following questions:

- 1) List the three things, in order of impact, that you would bring to MarketShare Associates to take us to the next level.
- 2) Which of our values most resonates with you, and why?
- 3) What professional achievement are you most proud of?
- 4) Where do you see yourself on a scale of execution? (0-2 = design, 3-8 = building, 8-10 = closing)
- 5) Are you legally authorized to work in the United States?
- 6) What are your salary expectations for this role?
- 7) If selected, how soon would you be able to start?
- 8) What is your preference for part-time vs. full-time?
- 9) Please confirm that you are located in Colorado.

Key Tasks:

Financial Record-Keeping

- Enter monthly and maintain financial records for MSA USA and MSA CAN in MSA's selected financial software, QuickBooks
- Process bank reconciliations frequently and maintain and monitor financial records for items like credit cards, workers compensation, benefits, payroll, tax reporting, etc.
- Maintain the trial balance, back up and restoration (if needed), interface with payroll provider and SharePoint, and reconcile the general ledger
- Ensure the effectiveness, upgrades, and backup of MSA's accounting software (QuickBooks) and supporting database (SharePoint)
- Advise Finance Assistant and BD team with compiling of financial information as requested by clients for contracting (including start-up and closeout documents/forms, etc.)

Financial Planning (Budgeting), Analysis & Reporting

- Lead the development and updating of an annual MSA bottom-up budget
- Forecast revenues, expenses and taxes owing over the relevant periods for the business (e.g., 3, 6 and 12 months out)
- Conduct all accounting setup and close-down steps for each engagement
- Oversee a monthly finance meeting, generating the necessary financial reports sufficiently in advance of the meeting
- Coordinate and prepare internal and external financial statements
- Advise the Finance Assistant to prepare and maintain monthly budget monitors (e.g., uploading monthly actuals, cross-checking financial data, etc.)
- Manage budget realignment requests for engagements and budget development for new business proposals

Financial Tax and Compliance

- Manage external accounting firms and tax advisors' requests for information and filing requirements
- Oversee audits and reporting to Payroll, Anthem, Pinnacol, Insurance providers, etc.
- Manage the annual rate certification process, including launching the process with selected

accounting firm, communicating with clients to provide official rate letters and preparing annual budget reconciliations as requested by clients

- Ensure that insurance is in place for new team members and in new states where MSA hires team members
- Ensure tax reporting and compliance for provinces MSA has employees

Accounts Payable

- Run payroll each month and ensuring that payments happen by the internal deadline after receiving the payroll spreadsheet from Operations