



POSITION ANNOUNCEMENT

Position title: **Staff Accountant**

Category: **Full-time position**

Reports to: **Controller**

Location: **Kansas City, MO**

About Water.org

780 million people – about one in nine – lack access to safe water; 2.5 billion lack access to a toilet. At Water.org, we are dedicated to changing this. Join us.

At Water.org we envision the day when everyone in the world can take a safe drink of water and experience the dignity of a toilet. For more than 20 years, we have been at the forefront of developing and delivering solutions to the water crisis. Founded by Gary White and Matt Damon, Water.org pioneers innovative, community-driven, and market-based solutions to ensure all people have access to safe water and sanitation; giving women hope, children health, and communities a future. To date, Water.org has positively transformed millions of lives in Africa, Asia, Latin America and the Caribbean by providing access to safe water and sanitation. Learn more at www.Water.org.

Position Summary

We seek a highly motivated, adaptive Staff Accountant to provide support to finance team members and the organization at large as needed. This full-time position will be based in Kansas City, MO (headquarters). The Staff Accountant will report to the Controller.

Key responsibilities include but are not limited to:

Accounts Payable & Receivable

- Process, code, input and reconcile accounts payable and reconcile balances.
 - Vendor invoices
 - Employee reimbursements through Concur
- Process, code, input and reconcile accounts receivable and reconcile balances.
- Process and submit bank positive pay file.
- Preparation of the annual 1099 forms to vendors.

Corporate Accounting

- Completion and submission of annual corporate filings.
- Preparation of government filings.
- Fixed assets and inventory.
- Help perform a variety of regular and recurring accounting functions.
- Assist with the preparation of supporting annual audit work papers.
- Assist with internal audits of procedures throughout the organization.
- Perform ad-hoc reporting and special projects as assigned.

Other Skills

- Ability to manage multiple projects simultaneously and efficiently, meeting all related deadlines and with minimal supervision.
- Commitment to ethical standards.
- Handle other duties as assigned.

Qualifications

- Bachelor's Degree in Accounting or other related field.
- Self-motivated with excellent organization skills.
- Strong computer skills, including Microsoft Office, advanced Excel and database management.
- Strong verbal and written communication skills.
- Knowledge of Financial Edge general ledger software (preferred).
- Fluent in Spanish (preferred).

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 go to <http://careers.water.org> to apply. Please title your attachments with last name, first name. Resumes will be reviewed as they are received. No relocation will be offered.

PLEASE DO NOT CONTACT US FOR STATUS UPDATES

Deadline: None, Position Open Until Filled.

Water.org is an equal opportunity employer. We do not discriminate on the basis of age, ethnicity, gender, nationality, religious belief or sexual orientation.