



POSITION ANNOUNCEMENT

Position title: **Project Accountant**
Category: **Exempt**
Reports to: **Senior Project Accountant**
Location: **Kansas City, MO**

Introduction

660 million people – about one in ten – lack access to safe water. More than twice that many, 2.4 billion people, don't have access to a toilet. These are the people Water.org serves. We are a global non-profit based in Kansas City, Missouri working to ensure safe water and sanitation for all. We go beyond traditional approaches to safe water and sanitation, focusing on addressing the underlying causes of this global crisis and innovating to deliver large-scale and sustainable change. Co-founded by Gary White and Matt Damon in 2009, Water.org has impacted more than 3 million lives and transformed thousands of communities in Africa, South Asia, and Latin America. Learn more at <http://water.org/>

The Project Accountant will further the cause of Water.org's mission by processing outgoing payments, completing accounting for international offices and projects, assisting with compliance reporting and actively participating on the Finance and Administration team. The position is located in Kansas City, Missouri and reports to the Senior Project Accountant.

Responsibilities:

Project Accounting

- Record international project activity; monitor, reconcile and report on use and allocation of international projects and restricted funding.
- Using Financial Edge system and advanced Excel skills, prepare routine and special queries, charts and graphs for reports and analysis of projects. Run reports to obtain and analyze general or specific information to support Program activities.
- Maintain records and prepare reports and analysis to document expenditure of grant funds according to specific donor requirements, including governmental funding.

International Office Accounting

- Record activity of international offices, including office expenses.
- Monitor international offices internal controls and financial procedures.
- Monitor and report on international offices expenditures relative to annual budget.
- Prepare reports and analysis of international office activity.
- Oversee individual foreign bank accounts for accuracy and proper reporting processes.
- Process international currency transactions.
- Reconcile foreign bank accounts
- Coordinate with International Program staff to ensure financial accountability and integrity of international offices and program partners.

Other

- Handle other duties as assigned.

Other Skills

- Ability to manage multiple projects simultaneously and efficiently, meeting all related deadlines.
- Ability to plan, prioritize, coordinate, and manage work. Ability to work unsupervised and to make decisions and solve problems independently, effectively and creatively.
- Commitment to ethical standards.

Skills and Competencies

- **Customer Focus** – Building strong customer relationships and delivering customer-centric solutions.
- **Nimble Learning** – Actively learning through experimentation when talking new problems, using both successes and failures as learning fodder.
- **Drives Results** – Consistently achieving results, even under tough circumstances.
- **Collaborates** – Building partnerships and working collaboratively with others to meet shared objectives.
- **Self-development** – Actively seeking new ways to grow and be challenged using other formal and informal development channels.
- **Optimize Work Processes** – Knowing the most effective and efficient processes to get things done, with a focus on continuous improvement.
- **Manages Ambiguity** - Manages ambiguity by operating effectively, even when things are not certain or the way forward is not clear.
- **Instills Trust** – Gaining the confidence and trust of others through honesty, integrity, and authenticity.
- **Financial Stewardship** - Demonstrates fiscally responsible decision making as applicable to one's role.

Qualifications

- Bachelor's Degree in Accounting or other related field.
- A minimum of three years' professional experience in a business environment
- Strong computer skills, including Microsoft Office 2010, advanced Excel (pivot tables, complex formulas and conditional formatting), and database management.
- Knowledge of Financial Edge general ledger software (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 apply at <http://water.org/about/careers/>. Please title your attachments with lastname, firstname. Submissions will be reviewed as they are received.

PLEASE DO NOT CONTACT US FOR STATUS UPDATES.

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