

POSITION DESCRIPTION

Title: Staff Accountant
Category: Exempt
Reports to: Controller, WaterEquity
Location: Kansas City, MO
Effective: January 2017

Introduction

WaterEquity is a Kansas City based 501(c)(3) non-profit organization created to capitalize on social impact investing in order to provide more funding for water and sanitation microloans. Those loans change the lives of the 663 million people around the world who lack access to safe water and the 2.4 billion people who don't have access to a toilet.

WaterEquity taps into global capital markets and builds on Water.org's 25 years of experience and success to help scale and accelerate their solutions, such as WaterCredit. We are here to help end the global water crisis. Visit us to find out more at <http://waterequity.org/>.

Summary

The Staff Accountant will support and assist with the maintenance of accounting records and processes for WaterEquity and its affiliated for-profit entities. This position reports to the Controller of WaterEquity and is based in Kansas City, MO.

Key Responsibilities

Accounts Payable & Receivable

- Follow company's established processes and approvals for accounting entries
- Support accounts receivable and payable activities to ensure accuracy and timeliness of invoice/payment creation and entry
- Prepare entries to accounts receivable, accounts payable and general ledger journals

Corporate Accounting

- Assist with budget development and tracking
- Perform monthly bank reconciliations
- Assist with monthly financial statement reporting
- Maintain detailed reconciliations of balance sheet accounts
- Provide detailed explanations/support of transactions
- Track and process donor monies in accounting and database systems
- Track compliance with restricted grant monies and related expenditures
- Prepare documentation for external auditors

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 required
- 3+ years of experience in accounting preferred
- Non-profit accounting experience required
- Public accounting experience a plus
- Proficient in accounting and database systems
- Proficient in Microsoft Office software, particularly Excel
- Attention to detail
- Ability to manage multiple projects simultaneously
- Strong written and oral communication skills
- Strong organizational and analytical skills
- Able to read and understand technical forms and financial reports
- Willingness to establish and maintain effective working relationships

Travel Requirement

None.

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/>

Water.org is an equal opportunity employer and is committed to providing an inclusive environment. We do not discriminate on the basis of race, color, religion, gender, gender expression, gender identity, age, national origin, ancestry, disability, marital status, sexual orientation, pregnancy status, military and veteran status, genetic information, and any other status protected by law. We provide qualified applicants and employees reasonable accommodation, when necessary, to enable individuals to complete the application process and/or perform the essential functions of the job.