



## **Senior Business Analyst Water.org**

The Senior Business Analyst will further the cause of Water.org's mission by handling accounting and analysis, completing management and compliance reporting, maintaining and accessing system data, analyzing financial and operating information and actively participating on the Finance and Administration team. The position is located in Kansas City, Missouri and reports to the Controller.

### **SPECIFIC AREAS OF RESPONSIBILITY INCLUDE:**

#### **Organizational Accounting and Analysis**

- Update fixed asset and depreciation schedules, create journal entries to record activity.
- Reconcile balance sheet accounts to sub-ledgers.
- Update investment account schedules; create journal entries to record activity.
- Reconcile domestic bank and investment accounts.
- Analyze general ledger account balances to ensure accuracy.
- Analyze business opportunities and assess performance of current activity.
- Develop and analyze work flow process maps and provide input to process streamlining
- Provide back up support for Accounts Payable and Receivable functions

#### **Management and Compliance Reporting**

- Assist with preparation of organizational financial statements and operating results, including gift reports, functional operating reviews and analysis and performance metrics.
- Preparation of monthly management reporting on progress toward organizational goals and milestones
- Preparation of supporting annual audit workpapers.
- Assist with preparation of annual 990 tax return.
- Other duties as assigned

#### **Donation and Donor Reporting**

- Review and post daily gift activity, and reconcile to general ledger.
- Using Raisers Edge and Excel, prepare routine and special queries for reports and analysis of donation activity. Run reports to obtain and analyze general or specific information to support fundraising and donor care activities. Provide statistical data to assist in monitoring and evaluation of fundraising activities.

#### **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.
- Demonstrated ability to identify organizational needs and initiate solutions.
- Commitment to ethical standards.

#### **Qualifications:**

- Strong analytical abilities and proficient in database management

- Advanced Excel 2010 skills including: pivot tables, advanced formulas, conditional formatting and data integration with Microsoft queries
- Project management and process mapping skills, including experience with MS Project and Visio
- A minimum of four years professional experience in a business office environment.
- Strong verbal and written communication skills.
- Knowledge of Financial Edge general ledger software preferred.
- Bachelor's Degree in Accounting, Business or related field, MBA preferred.

### **Salary/Benefits**

This position offers full-time benefits, including medical/dental insurance, life and disability insurance, and a retirement program. Salary will be based on education and experience, and will coincide with similar non-profit organizations in international development.

### **Application Information**

Please go to <http://careers.water.org> to apply. Resumes will be reviewed as they are received.

### **NO PHONE CALLS PLEASE**

**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.

### **About Water.org**

Water.org (formerly WaterPartners International) is a dynamic, rapidly growing international organization addressing the global water supply crisis. We are committed to providing clean drinking water to communities in developing countries. Working in partnership with donors and those in need of safe water, we have helped people around the world develop accessible, sustainable, community-level water supplies. With increasing support from foundations, government and individuals, revenues are forecast to exceed \$6 million per year, providing the opportunity to greatly expand partner projects. Our offices are located in Kansas City, Missouri. You can learn more at [www.water.org](http://www.water.org).