Finance and Accounting Manager

The US Water Alliance is recruiting a Finance and Accounting Manager who is inspired by our vision of a sustainable water future for all to manage and help shape organizational strategy to meet financial goals.

The Finance and Accounting Manager will be a thought partner and advisor to the leadership team, developing financial plans, modeling, increasing our grant management and compliance capacity, and managing automated systems to meet financial requirements.

*If you’re excited about this role and our vision, we encourage you to apply even if you don’t believe you meet every single requirement or qualification in this job description! Placement will be made at the Manager or Senior Manager classification depending on qualifications.*

About the US Water Alliance

The US Water Alliance advances policies and programs to secure a sustainable water future for all. Established in 2008, the Alliance is a nonprofit organization that brings together diverse interests to identify and advance common-ground, achievable solutions to our nation’s most pressing water challenges. Our members and partners include community leaders, water providers, public officials, business leaders, environmental organizations, policy organizations, and more. We:

- **Educate the nation** about the true value of water and water equity, as well as the need for investment in water systems. Our innovative approaches to building public and political will, best-in-class communications tools, high-impact events, media coverage, and publications are educating and inspiring the nation about how water is essential and in need of investment.
- **Accelerate the adoption of One Water principles and solutions** that effectively manage water resources and advance a better quality of life for all. As an honest broker and action catalyst, we convene diverse interests to identify and advance practical, achievable solutions to our nation’s most pressing water challenges. We do this through our strategic initiatives and programs such as our Water Equity Network, Equitable Infrastructure Initiative, and One Water Hub, which offer high-quality opportunities for the adoption of best practices, knowledge building, and peer exchange. We develop forward-looking and inclusive water policies and programs, and we build coalitions that will change the face of water management for decades to come.
- **Celebrate what works in innovative water management.** We shine a light on groundbreaking work through storytelling, analysis of successful approaches, and special recognition programs that demonstrate how water leaders are building stronger communities and a stronger America.

For more information, please visit our website at: [www.uswateralliance.org](http://www.uswateralliance.org).
Position Overview

Reporting to the Director of Administration, the Finance and Accounting Manager plans and manages all budget and fiscal operations for the organization, including organizational and program-related budget management and financial operational functions including accounting, internal control, reconciliation, allocations, grant expenditure reporting, journal entries, monthly closing procedures, and other regularly recurring financial operations. This position will support the leadership team through the timely delivery of financial information including monthly financial statements and analysis and leads the preparation of the annual budget.

The Finance and Accounting Manager is a senior leader maintaining oversight of the financial health of the organization. They will be responsible for creating and managing a streamlined budget management system for the growing organization and for tracking and reporting on the organization’s financial health in real time as well as during monthly, quarterly, and annual work planning. They will provide recommendations and create long-term strategies for the organization’s financial stability based on strategic financial analysis, forecasting, and modeling. They will liaise with other team members in generating and developing data, reports, analyses, and planning scenarios to inform strategic and tactical decisions in the organization.

Responsibilities

Budget and Financial Planning

- Develop and maintain a streamlined and modern budgeting system that allows for strategic, real-time financial information to be shared with organizational leadership, program managers, foundations, government agencies, and consultants as needed
- Work with program managers to develop annual program and initiative budgets, staffing utilization, and financial goals
- Track and report on program and initiatives’ budget performance, staffing metrics, and progress on financial goals
- Perform analysis and provide leadership with strategic and financial information to support budget management and forecasting, as well as effective financial resource allocation and decision-making through the annual planning process
- Lead annual budgeting and planning process in conjunction with the leadership team, administer and review all financial plans and budgets, monitor progress and changes, and keep the leadership team abreast of the organization’s financial status
- Identify operational and financial risks of executing against annual budgets and propose mitigating strategies to the leadership team
- Build budget models and forecasting tools that allow for long-term scenario planning and real-time decision making

Grant Management

- Review all funded grants and contracts to ensure that awards are accurately classified in the financial system and reflected in all budget management systems
- Develop and manage processes and procedures pertaining to the implementation and reporting of all restricted funding, including government and institutional funding
• Conduct regular grant monitoring to review fiscal and performance activities and communicate with program managers to adjust spending

Organizational Capacity
• Develop tools and systems to provide critical financial and operational information to the leadership team and make actionable recommendations on both strategy and operations
• Train staff on budgeting as needed and effectively communicate organizational and programmatic budgets to full staff and other parties as assigned
• Manage resources and oversee financial business operations in accordance with the approved budget
• Lead the annual audit, liaising with external auditors and accountants to ensure compliance, including leading the preparation and filing of the annual financial statements and tax form 990
• Ensure the integrity, accuracy, and usefulness of all financial reports, including real-time budget management, budget-to-actuals, and financial reports for the Board, funders, government agencies, and internal decision-makers
• Work with the leadership team to ensure staff understanding, participation, and conformance with all necessary business processes to ensure timely and accurate fiscal reporting and management

Build and Manage Strategic Partnerships
• Negotiate, monitor, and manage all external consultant, vendor, and banking relationships
• Develop strong working relationships across the organization to better understand business needs and to provide budget and fiscal management support

Finance and Accounting
Collaborate with the organization’s controller to:
• Prepare timely monthly and annual financial statements, including Board reports, funder reports, invoices, variance analysis, revenue/expense projections, and Indirect Cost Recovery analysis
• Ensure accounting procedures and operational efficiencies remain compliant by staying abreast of GAAP and regulatory requirements, industry trends, and technology
• Monitor actuals and forecasts against budget, identifying any major risks
• Create financial monitoring tools including workflow management, and partner with programmatic teams to manage grant and contract spending
• Ensure all budget and fiscal business practices comply with federal, state, and local agency requirements
• Develop, revise, and maintain financial policies, procedures, internal controls, and accounting standards to ensure compliance with GAAP
• Assist with the preparation of Finance Committee and Board of Directors’ materials, attending meetings as requested
• Conduct assessments of technology needs and design new or modified systems to meet changing financial demands
What you bring to this role

• Education and Experience:
  o A bachelor’s degree, preferably in accounting, finance, or a related field
  o CPA, CMA (active or inactive), and/or an MBA, or an equivalent advanced degree/certification
  o 10+ years of experience in accounting, preferably in the nonprofit sector; 5+ years in a senior financial management role
  o Thorough knowledge of general finance policies, practices, and systems
  o Strong analytical skills in budgeting & forecasting to create multi-year operational and strategic plans
  o Strong understanding of GAAP

• A growth mindset:
  o Proactively identify, recommend, and help implement solutions
  o Curiosity, flexibility, and an eagerness to learn and grow
  o Desire to take initiative and go the extra mile
  o Willingness to take on new challenges
  o Critical, independent, and creative thinking
  o Emotional intelligence and a collaborative approach to accomplishing goals

• The ability to:
  o Collaboratively lead all budget and fiscal processes, identifying and executing budget and fiscal process improvements for a growing nonprofit organization
  o Develop and manage budget systems that provide both organizational and programmatic-specific clarity, allowing for real-time budget management that shows revenue and expenditure budgets and actuals
  o Work with key team members and consultants to develop and implement goals and objectives
  o Collaboratively create data reporting and analyses to meet the needs of the organization
  o Synthesize, absorb, and quickly distill large amounts of information
  o Evaluate new ways to leverage technology to improve processes, and model data to inform decision making
  o Make independent decisions following standard policies and procedures
  o Work independently with limited supervision while exercising good judgment on conferring with others
  o Balance team and individual responsibilities and support others’ efforts to succeed
  o Function in a fast-paced environment, make simultaneous progress on multiple tasks, and meet deadlines
  o Organize, prepare, and analyze budget and financial reports
  o Effectively communicate complex financial concepts to individuals at all levels, including delivering presentations to senior management and the Board

• Experience with:
  o Financial management systems
  o Microsoft Office Suite
  o Virtual meeting platforms (Microsoft Teams, Zoom, etc.)
  o QuickBooks
Compensation and Location
In addition to a competitive salary that is commensurate with experience and in line with the organization’s budget, the US Water Alliance offers an excellent benefits package that includes paid vacation, health, vision, and dental insurance, and a 401(k) retirement plan. Qualified candidates will be considered regardless of location. While most work is performed remotely, some travel will be required for occasional on-site events and gatherings.

To Apply
Please send your CV/resume and a cover letter to hr@uswateralliance.org with “Finance and Accounting Manager” in the subject line. Applicant materials will be accepted through November 16, 2022.

What to Expect
We’ll review your application materials for experience, knowledge, and abilities required to successfully perform the job. Only those selected to advance in this process will be contacted for an interview. Candidates must possess current and valid US Work Authorization and be eligible to work for any US employer without sponsorship.

As part of our standard hiring process for new employees, employment will be contingent upon the successful completion of a background check.

If you require assistance due to a disability in the application or recruitment process, please submit a request to hr@uswateralliance.org.

The US Water Alliance is committed to building and maintaining a diverse staff and a welcoming workplace for all.