



Job description

Finance Associate



Finance Associate

Place of work:	233 Broadway, Rm 2705 New York, NY 10279
Contract type:	Regular, full-time, exempt
Reports to:	Finance Manager

Introduction

WaterAid's Vision is of a world where everyone has access to safe water and sanitation. Our mission is to transform lives by improving access to safe water, hygiene and sanitation in the world's poorest communities, WaterAid works with partners to maximize its impacts for policy change/influence.

WaterAid works through supporting local organizations and government authorities to design low cost sustainable projects using appropriate and affordable technologies that can be managed by the community itself. WaterAid also seeks to influence the policy change through government and other key international organizations to secure and protect the right of poor people to safe, affordable water and sanitation services.

Job purpose

The Finance Associate reports to the Finance Manager and is responsible for the day-to-day accounting and bookkeeping. The Associate will also help the organization transition to the Adagio accounting platform. The Associate is expected to take ownership of their work and have high personal expectations. Evening and weekend work are occasionally required.

This is a great entry-level opportunity to work with a small and dedicated team, gain hands-on experience, professional development, and mentoring in all areas of accounting and financial management.

Accountabilities

The Associate is responsible for processing day-to-day transactions including, journal entries, reconciliations, and accounts payable and receivable. The Associate also assists the Finance Manager with more complex tasks including the set-up and launch of Adagio financial software and restricted income management.

Coordinate accounts payable, review payment requests and staff reimbursements, ensuring appropriate coding, documentation, authorization, and timely data entry;

- Process weekly donations and income receipts;
- Review semi-monthly payroll information in ADP;

- Allocate indirect expenses to appropriate cost centre's;
- Book credit card, interest, and other miscellaneous income/expenses;
- Monitor bank activity, initiate ACH payments;
- Maintain vendor files and accuracy of master vendor data including W-9s, 1099 status;
- Investigate and resolve problems associated with processing of invoices and purchase orders.
- Prepare general ledger reconciliations and analysis including but not limited to, payroll, revenue, bank accounts, and expenses;
- Prepare and post month-end closing entries, such as expense allocation schedules, pre-paid expense amortization, depreciation, revenue, interest, fees, etc.;
- Support the preparation of monthly, quarterly and annual reports (P&L, Cash flow statement);
- Maintain petty cash for office use, manage and replenish account as needed;
- Support annual processes such as budgeting, mid-year reforecasting, audit requests and 990 tax filing preparations;
- Maintain vendor and income files.

Person specification

Attributes	Essential
Education / Qualifications	<ul style="list-style-type: none"> • Bachelor's degree in Finance or Accounting
Experience , Skills and abilities	<p>Fast learner with keen attention to detail and follow-through;</p> <ul style="list-style-type: none"> • Proven ability to effectively prioritize and manage time, take initiative, juggle multiple duties and tasks, and meet deadlines; • Exceptionally organized and problem-solver, with the ability to manage a varied workload, including multiple projects and deadlines; • Excellent Excel skills, and proficiency in Microsoft Office applications including Word and PowerPoint, as well as Google applications including Gmail and Google Drive • Ability to think and act proactively, work independently (with limited supervision); • Customer-service focused and able to build strong working relationships • Professional demeanor • A proactive approach, strong sense of urgency, and results oriented. • Strong work ethic with high level of integrity and dependability, serving as a responsible and trusted team player. • Excellent judgment and discretion in handling confidential and sensitive information

Desirable
<ul style="list-style-type: none">• Prior experience in a financial role with a non-profit, preferably an international or non-governmental organization• Familiarity with ADP Run• Familiarity with Adagio accounting software• Spanish and/or French language proficiency