

# Finance Department Charter

Last updated: October 2024





# Finance Team Vision Statement

Finance clears the path to success for Water.org.

We:

- Build reliable financial stewardship and transparency
- Create global synergy through partnership and collaboration
- Drives timely decision making by delivering accessible, accurate, and actionable insights

# Team Mission Statements

## **Accounting**

Supports the success of the Water.org mission by ensuring the accuracy of financial information, acting with integrity to build trust and financial transparency, and mitigating organizational risk.

## **Global Financial Services**

Serves as the vital link between the global financial organization and the programs. Delivers seamless financial services while ensuring national compliance and staff accountability. Focuses on driving collaboration, operational efficiency and supporting strategic decision-making.

## **Financial Planning & Analysis**

Supports and partners to help achieve the mission of Water.org by providing reliable, timely, financial insights that allows for informed decision-making, while exercising our fiduciary duty.

## **Finance Systems and Operations**

Works as an internal business partner to oversee and optimize financial processes, guidelines, and tools ensuring efficiency and accuracy.

# Team Values

**Accountability** - Holding oneself and others accountable for meeting financial objectives, honoring commitments, and learning from mistakes.

**Collaboration** - Working closely with our business partners to understand their financial needs, provide support, and achieve common goals.

**Excellence** - We take pride in what we do, setting clear goals and priorities. Striving for precision and correctness in financial data, analysis, and reporting to ensure the reliability of information for decision-making.

**Customer Focus** - Prioritizing the needs of internal and external customers, providing timely and relevant financial information, and offering support and guidance as needed.

**Integrity** - Upholding high ethical standards, honesty, and transparency in all financial transactions and reporting.

**Innovation** - Continuously seeking opportunities to improve processes, optimize financial performance, and adapt to changing environments.

# Primary Functions of the Team

The finance team leads and manages the following functions to support Water.org's mission:



## **ACCOUNTS RECEIVABLE**

revenue receipting and establishing guidelines and processes for revenue recognition



## **ACCOUNTS PAYABLE**

accounts payable guidelines, processes, and approvals for managing procurement and cash disbursement



## **ACCOUNTING & REPORTING**

defining accounting policy, general ledger accounting, bank reconciliations, project/grant record management, including donor reporting



## **TREASURY MANAGEMENT**

optimizing treasury and cash management, setting treasury policy, maintaining banking relationships



## **CONTROL, AUDIT & TAX**

establishing control policies, compliance reporting, external and internal audit, tax compliance



## **FINANCIAL PLANNING & ANALYSIS**

annual budgeting and planning, forecasting and financial reporting, long-term financial planning.

# Primary Functions of the Team, continued

The finance team leads and manages the following functions to support Water.org's mission:



## **GLOBAL FINANCIAL SERVICES**

including the Payroll and Audit of the international offices, as well as the business partnering on the intervention-based projects.



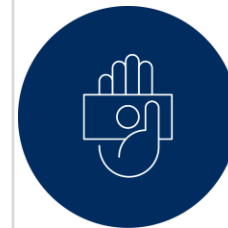
## **FINANCE SYSTEMS SUPPORT**

data governance and system integrations and workflows.



## **FINANCE MANAGEMENT AND OPERATIONS**

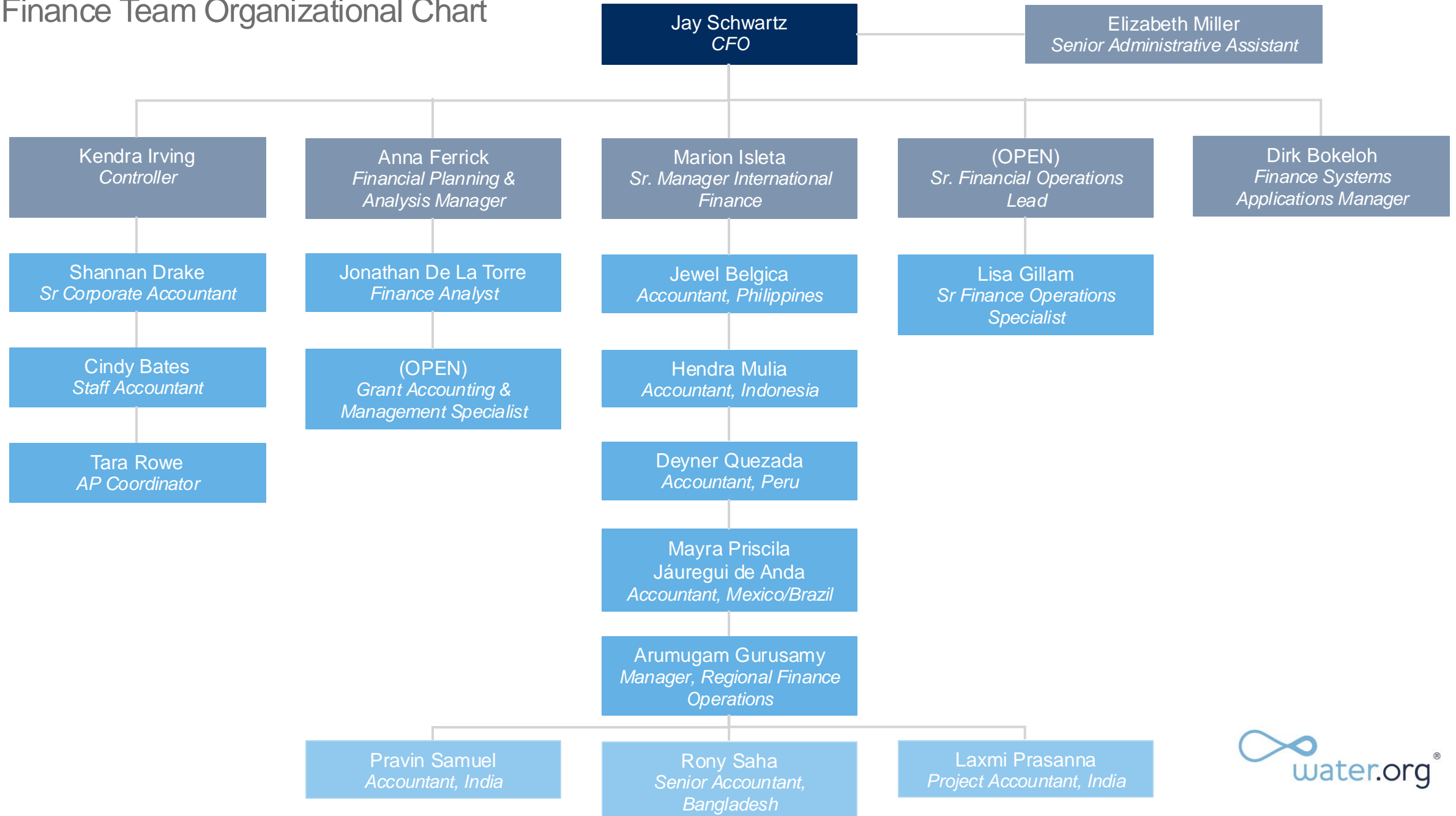
including Finance Team management, onboarding and training, documentation and communication of policy and procedures and ongoing support our business partners.



## **INVESTMENT MANAGER**

including reporting, manager selection, retirement program and maintenance of investment policies.

# Finance Team Organizational Chart



# Roles & Primary Contact

Expertise/Focus	Primary Function	Point Person
Deposits	Accounts Receivable	Cindy Bates, Staff Accountant
Accounts Receivable and Revenue Recognition	Accounts Receivable	Lisa Gillam, Sr. Finance Ops Specialist
US Staff Expense Reimbursement	Accounts Payable	Tara Rowe, AP Coordinator
US Staff Credit Cards	Accounts Payable	Tara Rowe, AP Coordinator
Vendor Onboarding & Relationships	Accounts Payable	Tara Rowe, AP Coordinator
Invoice approvals and workflows	Accounts Payable	Tara Rowe, AP Coordinator
Travel & Spending related Policies	Accounts Payable	Tara Rowe, AP Coordinator
Donor Budgeting and reporting	Accounting & Reporting	Lisa Gillam, Sr. Finance Ops Specialist
Payroll and Taxes	Control, Audit & Tax	Cindy Bates, Staff Accountant
Banking	Treasury Management	Cindy Bates, Staff Accountant
Non-US Based Vendor Payments – From USA	Accounts Payable	Shannan Drake, Senior Corporate Accountant
US Based Vendor Payments	Accounts Payable	Tara Rowe, AP Coordinator
Internal Controls and auditing best practices	Control, Audit & Tax	Kendra Irving, Controller
US taxes and IRS related regulation	Control, Audit & Tax	Kendra Irving, Controller
US Audit and IRS reporting	Control, Audit & Tax	Kendra Irving, Controller
State Registrations and compliance reporting	Control, Audit & Tax	Cindy Bates, Staff Accountant
Organizational Expense Budget and Forecast	Financial planning and Analysis	Anna Ferrick, FP&A Manager
Department budgeting and support	Financial planning and Analysis	Jonathan de la Torre, FP&A Analyst
Cash Flow	Financial planning and Analysis	Anna Ferrick, FP&A Manager
Revenue Forecasting and support	Financial planning and Analysis	Anna Ferrick, FP&A Manager
System Integrations and workflow	Finance Systems and Support	Dirk Bokeloh, Finance Systems Administration
Data Governance	Finance Systems and Support	Dirk Bokeloh, Finance Systems Administration
Internal Communication	Finance Management and Operations	(OPEN), Senior Program Operations and Finance Lead
Policy and Procedure Administration	Finance Management and Operations	(OPEN), Senior Program Operations and Finance Lead
Training and Development	Finance Management and Operations	(OPEN), Senior Program Operations and Finance Lead
Project & Initiative budgeting and expense reporting	Finance Management and Operations	(OPEN), Senior Program Operations and Finance Lead



# Roles & Primary Contact (con't)

Expertise/Focus	Primary Function	Point Person
Non-US taxes and related regulation	Global Financial Services	Marion Isleta, Senior Manager International Finance Operations
Non US audit and government reporting	Global Financial Services	Marion Isleta, Senior Manager International Finance Operations
National Registrations and compliance reporting	Global Financial Services	Marion Isleta, Senior Manager International Finance Operations
Entity creation and compliance	Global Financial Services	Marion Isleta, Senior Manager International Finance Operations
National Registrations and compliance reporting	Global Financial Services	Marion Isleta, Senior Manager International Finance Operations
Philippines Accounting, Non US Vendor Payments, Expense Reimbursement, Payroll & Audit	Global Financial Services	Jewel Belgica
Indonesia Accounting, Non US Vendor Payments, Expense Reimbursement, Payroll & Audit	Global Financial Services	Hendra Mulia
Cambodia Accounting, Non US Vendor Payments, Expense Reimbursement, Payroll & Audit	Global Financial Services	Jewel Belgica
India Accounting, Non US Vendor Payments, Expense Reimbursement, Payroll & Audit	Global Financial Services	Arumugam Gurusamy
Bangladesh Accounting, Non US Vendor Payments, Expense Reimbursement, Payroll & Audit	Global Financial Services	Rony Saha
Peru Accounting, Non US Vendor Payments, Expense Reimbursement, Payroll & Audit	Global Financial Services	Deyner Quezada
Mexico Accounting, Non US Vendor Payments, Expense Reimbursement, Payroll & Audit	Global Financial Services	Mayra Priscila Jáuregui de Anda
Brazil Accounting, Non US Vendor Payments, Expense Reimbursement, Payroll & Audit	Global Financial Services	Mayra Priscila Jáuregui de Anda
Kenya Accounting, Non US Vendor Payments, Expense Reimbursement, Payroll & Audit	Global Financial Services	TBD

# Key Policies\*

- [Travel and Entertainment Policy \(US\)](#)
- Approval Authority
- AP Service Level Agreements
- Treasury Policy
- [Revenue Recognition Protocol and Classification](#)
- Budget Policy
- Accounting Policy
- Investment Policy
- [Corporate Card Policy \(US\)](#)

*\*Key Policies and Procedures under review; Charter will be updated once policies are reviewed and linked to policy center*