



## **ACCOUNTING ASSISTANT NEEDED FOR SUCCESSFUL NON-PROFIT**

### **Position Description:**

The Space Science Institute (SSI) is hiring an Accounting Assistant who has general accounting experience and a desire to work for a space and earth science research and educational non-profit corporation with a strong customer service focus. Desired candidate will also possess knowledge of Microsoft Office and Microsoft Dynamics GP, be detail oriented and a team player.

Some of the anticipated position responsibilities include, but are not limited to:

- Processing accounts payable, including data entry and other applicable responsibilities.
- Payroll preparation, including data entry and calculating and depositing payroll taxes.
- Monthly closing, including but not limited to: generating invoices, creating adjusting journal entries, and general ledger account/trial balance reconciliation.
- Reporting payroll and tax information to multiple states and the federal government. This includes communications with the IRS, processing of W-9 forms, preparing quarterly and annual wage and unemployment tax reports, and generating W-2 and 1099 forms at year-end.
- Approving travel requests, and authorizing itineraries.
- Audit preparation assistance.
- Ability to understand and help enforce federal regulations and company policies as appropriate.
- Other duties assigned as necessary.

The position is with SSI ([www.spacescience.org](http://www.spacescience.org)), a non-profit scientific research and education corporation, headquartered in Boulder, Colorado. While this position is open to everyone, candidates should preferably be in early to mid-career and interested in an evolving role with some leadership responsibilities. It is a full-time position in a business casual environment with excellent benefits. Salary is commensurate with experience. Qualified part-time applicants will also be considered.

### **Required Qualifications:**

2-4 years relevant experience or equivalent college coursework.

Experience with AP/AR.

Experience with payroll preparation, including wage and tax reporting to state and federal governments.

Proficient with Microsoft Excel.

Ability to effectively communicate accounting and payroll information to non-accounting personnel.

Strong organizational and time management skills.

High precision and accuracy in work product.

Ability to prioritize and meet multiple deadlines.

Extremely proficient data entry skills (10-key, touch typing).

Independent and resourceful problem solver.

Demonstrated critical thinking skills.

**Preferred Qualifications:**

- Experience with Microsoft Dynamics GP.
- Experience with internal and external audits.
- Non-profit/fund accounting knowledge/experience.

**If interested:**

Please e-mail your resume, cover letter and 3 references to the attention of Courtney Coe at [ccoe@spacescience.org](mailto:ccoe@spacescience.org). Inquiries from direct applicants only, no recruiters please.

**Please note:** SSI is a non-profit, public benefit corporation and operates as an equal opportunity employer. This job description is general in nature and is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications of the position.