



## **BUDGET SPECIALIST NEEDED FOR SUCCESSFUL NON-PROFIT**

### **Position Description:**

Space Science Institute (SSI) is hiring a Budget Specialist who has general accounting experience, experience in generating and tracking budgets of various levels of detail and complexity, and a desire to work for a scientific research and educational non-profit with a strong customer service focus. The desired candidate will also possess (at minimum) a strong knowledge of Microsoft Office, with an emphasis on Excel, Microsoft Dynamics GP, internet research, and financial auditing practices.

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

- Project budget preparation and analyses.
- Project budget management (in conjunction with project personnel), including implementation of all reprogramming and revisions.
- Communications with and financial management for project directors.
- Financial analyses and presentation/preparation thereof for senior management use in various monthly, quarterly, and annual meetings.
- Audit preparation and assistance.
- Monthly, quarterly, annual, and final project financial reporting (internal and external).
- Financial projections, analyses, and variance analyses as requested.
- Completing the cash request and deposit process, as applicable.
- Scanning and filing of all relevant position-related paperwork.
- Communications with funding and regulatory agencies (NASA, NSF, JPL, DCAA, IRS, etc.).
- Other duties and responsibilities as assigned.

The position is with SSI ([www.spacescience.org](http://www.spacescience.org)), a non-profit scientific research and education corporation, headquartered in Boulder, Colorado. It is a full-time position in a business casual environment with excellent benefits. Salary is \$47,500 - \$52,500 annually, commensurate with appropriate experience.

### **Required Qualifications:**

- Expert in Excel
- Ability to meet multiple deadlines
- Ability to successfully juggle multiple tasks, responsibilities and priorities
- Strong problem solving/critical thinking skills
- Strong customer service focus
- Strong attention to detail (e.g., tracking, entry, and documentation of budgets and budget revisions)
- Works well as an individual, as well as a member of a team
- Ability to find and interpret relevant regulatory resources (i.e., OMB uniform grant guidance, IRS regulations, etc.)
- Accounting Experience
- Strong computer and Microsoft Office application skills

- Strong written and verbal communication skills, especially ability to communicate financial concepts and topics to non-financial personnel
- Ability to create and explain financial graphs and presentations to senior management and Board members, as requested

**Preferred Qualifications:**

- Bachelors Degree and/or 3-5 years relevant experience
- Experience with non-profit fund accounting and/or intra-company accounting
- Experience with Microsoft Dynamics GP and Microsoft Access
- Experience with federal grants, contracts, and related regulations (FAR, OMB UGG, CFR, etc.)
- Interest in scientific research and education
- Experience with financial audits and/or funding agency project-specific audits

**If interested:**

Please e-mail your resume, cover letter (detailing relevant experience), and 3 references to [ssihr@spacescience.org](mailto:ssihr@spacescience.org). Only people selected for interviews will be contacted. All resumes received will be held on file for consideration for 12 months from date of receipt. ***Inquiries from direct applicants only are preferred, no recruiters or phone calls 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. All qualified parties are invited to apply for consideration.