

SENIOR ACCOUNTANT NEEDED FOR SUCCESSFUL NON-PROFIT

Position Description:

The Space Science Institute (SSI) is hiring a Senior Accountant who has general accounting experience, experience in generating and tracking budgets of various levels of detail and complexity, experience preparing and reconciling organizational financial statements, experience with external audits, and a strong customer service focus. The desired candidate will also possess (at minimum) a strong knowledge of Microsoft Office, Microsoft Dynamics GP, GAAP, internet research, and financial auditing practices.

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

- Communications with funding and regulatory agencies (NASA, NSF, JPL, DCAA, IRS, etc.).
- Organizational financial analyses and presentation preparation thereof for senior management use in various monthly, quarterly, and annual meetings.
- External audit preparation and assistance.
- Financial statement preparation, including review and reconciliation of general ledger accounts and trial balances as requested.
- Monthly, quarterly, and annual, financial reporting (internal and external).
- Financial projections, analyses, and variance analyses as requested.
- Budget to actual tracking for the organizational budget.
- Scanning and filing of all relevant position-related paperwork.
- Other duties and responsibilities as assigned.

The position is with SSI (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 mid-career level applicants and interested in an evolving role with potential for leadership responsibilities. It is a full-time position in a business casual environment with excellent benefits. Salary is \$60,000 - \$70,000 annually, commensurate with appropriate experience. Qualified part-time applicants will also be considered.

Required Qualifications:

- Bachelor's Degree in Accounting
- 4-8 years of relevant experience
- Experience with non-profit fund accounting and/or intra-company accounting
- Experience with Microsoft Dynamics Great Plains (2016/2018)
- Experience with federal grants, contracts, and related regulations (FAR, CFR, etc.)
- Experience with external financial audits, single audits, and/or funding agency project-specific audits
- Strong attention to detail and accuracy
- GAAP knowledge
- Strong computer and Microsoft Office application skills
- Expert in Excel
- Works well as an individual and as a member of a team
- Ability to meet multiple deadlines

- Ability to successfully juggle multiple tasks, responsibilities and priorities
- Strong problem solving/critical thinking skills
- Strong customer service focus
- Ability to find and interpret relevant regulatory resources (2 CFR, IRS regulations, etc.)
- 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

To Apply:

Please e-mail your resume, cover letter (detailing relevant experience), and 3 references to the attention of Rebecca Maniatis at 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.