



## **FINANCIAL COORDINATOR NEEDED FOR SUCCESSFUL NON-PROFIT**

### **Position Description:**

The Space Science Institute (SSI) is hiring a Financial Coordinator who has general accounting, accounts payable, accounts receivable, and payroll and benefits administration experience with a strong customer service focus. This position will also support the Director of Business Operations and Financial Controller in carrying out the responsibilities of the finance/accounting function within the Business Operations Branch. Desired candidate will also possess strong knowledge of Microsoft Office and Microsoft Dynamics GP, and be a detail oriented team player.

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

- Processing accounts payable, including data entry, spreadsheet reconciliation, payment, and other applicable responsibilities.
- Generation of 1099 forms at year-end and any relevant filing(s).
- Generation of invoices for payment.
- Creating and entering journal entries.
- General ledger account/trial balance reconciliation.
- Bank reconciliation.
- Internal, monthly payroll preparation.
- Calculating and depositing payroll taxes (multi-state and federal).
- Preparing quarterly and annual wage and unemployment tax reports.
- General employee benefits administration (reconciliations, enrollment, de-enrollment, qualifying events, COBRA).
- Employee setup and maintenance in accounting system.
- Generating W-2 forms at year-end and handling relevant filing(s).
- Monthly personal and sick leave accrual reconciliations.
- Back-up for various necessary financial reports/processing (as needed).
- Audit preparation assistance.
- Maintain specific function email accounts
- Scanning and filing of all relevant position-related paperwork.
- Other duties assigned as necessary.

The position is with SSI ([www.spacescience.org](http://www.spacescience.org)), a non-profit scientific research and education organization, headquartered in Boulder, Colorado. It is a full-time position in a business casual environment with excellent benefits. Rate offered is \$50,000 - \$55,000 annually, commensurate with appropriate experience.

### **Required Qualifications:**

- Bachelor's Degree in Accounting, Finance, Human Resources, or Business and/or combination of equivalent college coursework and experience.
- Non-profit/fund accounting knowledge/experience or a willingness to learn nonprofit accounting processes
- Specialized experience with AP and AR.
- Demonstrated experience with payroll preparation, including state and federal wage and tax reporting
- Demonstrated experience with employee benefits administration for a multi-state employer.

- Expert user of Microsoft Excel.
- Ability to effectively communicate accounting information to non-accounting personnel.
- Strong organizational and time management skills, with the ability to prioritize and meet multiple deadlines.
- Extremely proficient data entry skills
- Resourceful problem solver.
- Works well independently and as a member of a team.
- Ability to understand and comply with federal regulations and company policies

**Preferred Qualifications:**

- Experience with Microsoft Dynamics GP.
- 4-8 years directly relevant experience
- Experience with internal and external audits.
- Experience in federal funding.

**If interested:**

Please e-mail your resume, cover letter (detailing relevant past experience), and 3 references to the attention of Hope Prater at [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 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.