

## **Budget Specialist**

The Space Science Institute (SSI), located in Boulder, CO, is a research and education non-profit corporation with a vision to expand humankind's understanding and appreciation of planet Earth, our Solar System, and the universe beyond. SSI's primary purposes are to (a) provide a place where scientists can be most productive and develop important research ideas and (b) share the joy of science and educate communities nationwide.

While research is the foundation of SSI's work, we also bring science to the public in innovative, relevant ways to ensure that space research and education will continue to thrive across generations.

We are seeking a results-oriented candidate with exemplary accounting, financial, and analytical skills, who is also skilled in developing effective working relationships both remotely and in person.

This is a full-time, onsite, exempt position in a business casual, dog-friendly environment.

### **The position will:**

- Consult with the Director of Business Operation and the Grants and Contracts Administrator to establish internal budget deadlines for planned proposal submissions.
- Prepare and maintain proposal/grant/contract budgets and provide related analyses to project directors
- Provide budget guidance and support to ensure appropriate use of and prevent overutilization of grant/contract funds
- Prepare funds analyses for distribution to project directors
- Update the accounting system as funding increments/extensions are awarded, and to reflect new award budgets, create associated general ledger accounts and cost categories
- Compile internal/external monthly, quarterly, annual, and final project reports
- Communicate with funding and regulatory agencies (NASA, NSF, JPL, DCAA, IRS)
- Process funding agency cash requests and deposits
- Annual 2 CFR/funding agency audit preparation and support

### **The successful candidate will possess:**

- Bachelor's degree in Finance/Business Administration or related field preferred with 3 years of relevant experience in a financial support position with responsibilities for budgets and includes experience with business analytics
- Experience with non-profit fund accounting and/or intra-company accounting
- Experience with federal grants, contracts, and related regulations (FAR, OMB, CFR, etc.)
- Experience with financial audits and/or funding agency project-specific audits
- Demonstrable proficiency with Microsoft Office suite including Excel and Access, Microsoft Dynamics GP
- Excellent organizational/time management skills and attention to detail,
- Strong analytical and quantitative abilities
- Ability to communicate effectively, both in writing and orally.
- Outstanding customer service skills.

### **Compensation:**

The salary for this position is \$52,000 – 57,500 annually, commensurate with experience.

SSI offers a robust benefits package which includes health/dental/vision with HSA and FSA options in addition to Life, AD&D, short-term and long-term disability coverage. Generous employer contribution provided with our 403(b) retirement plan. SSI appreciates a healthy work-life balance, offering 11 paid holidays, vacation, and sick leave.

**To Apply:**

Please forward resume and cover letter (detailing relevant experience). Please email resume and cover letter to the attention of Ria Barrows at [jobs@spacescience.org](mailto:jobs@spacescience.org).

Only individuals selected for interviews will be contacted. Inquiries from direct applicants are preferred, no recruiters or phone calls please.

SSI is a non-profit, public benefit corporation and operates as an equal opportunity employer. To learn more about our mission, please visit [www.spacescience.org](http://www.spacescience.org).