

Finance Coordinator

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, AP/AR and payroll 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:

- Process accounts payable including employee reimbursements
- Review and validation of monthly timesheets
- Maintain employee compensation, benefits, and deductions in NetSuite
- Review monthly payroll as prepared by NetSuite
- Review payroll deposits and reports created by DayForce (on behalf of NetSuite) and resolve issues as necessary
- Generate 1099 forms at year end and any relevant Federal/state filings
- Provide audit preparation support
- Provide backup for financial reporting/processing if needed
- Provide administrative support as needed

The successful candidate will possess:

- Bachelor's degree in Accounting, Finance or related field preferred with minimum 4 years of relevant experience.
- Experience with non-profit fund accounting (experience with federal funding a plus)
- Experience with accounting compliance for federal regulations and internal requirements
- Experience with internal/external financial audits
- Must have demonstrable technical knowledge and data entry skills in Excel and NetSuite/SuitePeople
- The ability to effectively communicate accounting information to non-accounting staff

Compensation:

The salary for this position is \$55,000 -65,000 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 10 paid holidays, vacation, and sick leave.