

## Employment Position Announcement – January, 2012

### Finance Administrator

Earth & Space Research (ESR) is a small nonprofit scientific research institute headquartered in Seattle, WA.

We are a small (14 person) organization of oceanographers whose research encompasses satellite-based remote sensing, global ocean circulation, polar oceanography and other ocean and climate related studies, (<http://www.esr.org>). Our mission is to increase societal understanding of the Earth system through scientific research and public education. We are committed to an organizational culture that encourages scientific inquiry and excellence, recognizes the whole lives of employees and embraces a non-bureaucratic style of management. Financial support comes through several federally sponsored research grants and contracts, totaling approximately 1.8M per year.

We are currently seeking a Finance Administrator to provide support to the Finance Manager in all aspects of financial management for the organization including, but not limited to, the *Position Responsibilities* outlined on the following page. This position will report directly to the Finance Manager. Work flow, cross-training, and all other aspects of the position will be directed by the Finance Manager.

This is an 80% time position, consisting of 4 days per week in our Seattle Office. The ideal candidate will have a strong background in nonprofit accounting and will meet or exceed the attached qualifications.

ESR provides an excellent employee benefits package that includes medical/dental insurance, employer-supplemented pension plan, life insurance, disability insurance and generous paid personal leave time. The position will remain open until filled.

Interested candidates should submit their Resume and a Letter of Interest to [employment@esr.org](mailto:employment@esr.org), Attn: Human Resources Manager. No telephone calls, please.

## **POSITION RESPONSIBILITIES**

### **Accounting**

- Accounts Payable; check all account coding to ensure accuracy before entry into accounting system; review bills and invoices assuring correct documentation is attached with required approval signatures; maintain purchase order and sub-contract files; produce and distribute payables checks; process employee reimbursements & travel summaries; maintain vendor files; reconcile general ledger payable accounts.
- Assist Finance Manager in reconciliation of accounts receivable; verify accuracy of invoice numbers.
- Prepare and maintain accounting files.
- Reconcile balance sheet accounts.
- Prepare general ledger adjusting and closing entries; provide analysis on entries made and provide back-up documentation, when necessary.
- Prepare audit schedules.
- Work with Finance Manager to ensure accuracy and transparency in accounting functions.
- Special accounting projects, as assigned.
- Provide backup to Finance Manager, during absences or as requested.

### **Administrative**

- Prepare and file annual State registration forms (such as, Charitable Renewal and Corporation Renewal.)
- Maintain asset schedules, publications lists, and computer warranty schedules.
- Create and maintain grant files.
- Perform general office management functions.
- Order supplies.
- Maintain annual computer equipment inventory
- Special general office projects, as requested
- Provide backup to Human Resources Manager & Aquarius Administrator, during absences or as requested.

## **REQUIRED QUALIFICATIONS**

- Bachelors Degree in accounting or equivalent experience; four-plus years of professional accounting experience including general ledger, month-end, journal entries, and account reconciliations; hands-on experience working with all of these components within a fully integrated accounting system.
- Demonstrated knowledge of fully integrated accounting software, Microsoft Excel, Word

## **PREFERRED EXPERIENCE**

- Non-profit and federal grant experience
- MIP Accounting software