

POSITION DESCRIPTION

<u>POSITION TITLE</u>	Staff Accountant
<u>REPORTING TO</u>	Senior Manager of Finance and Administration
<u>ORGANIZATION</u>	Association of Science-Technology Centers www.astc.org
<u>LOCATION</u>	Washington, DC
<u>POSITION TYPE</u>	Full time, 40 hours per week, exempt
<u>SALARY</u>	\$50,000 - \$65,000

The Association of Science-Technology Centers (ASTC) is a professional membership organization that supports the future success of science centers, science museums, and related institutions dedicated to public engagement with science. ASTC encourages excellence and innovation in science learning by serving, linking, and advancing the common goals of its members in North America and across the globe. Through strategic alliances and partnerships, ASTC supports its members in addressing global challenges locally through community engagement with science and technology. ASTC works with its members in advancing equity, inclusion, and accessibility with the diverse communities and among everyone who visits and works in science centers and science museums.

Founded in 1973, ASTC now supports nearly 700 members, including nearly 500 science centers, science museums, and related institutions, such as nature centers, aquariums, planetariums, zoos, botanical gardens, and natural history and children's museums. ASTC members also include companies and nonprofit organizations that support science learning. ASTC is a 501(c)(3) tax-exempt nonprofit educational organization.

ASTC is engaged in a transformative process to implement a new strategic direction for the association to better support its members. ASTC is building capacity across the organization towards its future efforts to:

- Make the case for the work of science centers and museums
- Identify future trends and frontiers, and help ASTC members prepare, respond, and lead
- Connect ASTC members—including current and future leaders—for idea exchange, learning, and collaboration

To support ASTC's operations as a 501(c)(3) non-profit membership association, ASTC is seeking a Staff Accountant to handle the regular, day-to-day financial functions of the organization and provide general support to ASTC's small team to ensure accurate and efficient operations.

SCOPE AND RESPONSIBILITIES

With the Senior Manager of Finance and Administration, the Staff Accountant will be responsible for ensuring that the organization maintains strong fiscal operations to meet its obligations for accurate and timely payments, collections, and reporting.

The Staff Accountant will be responsible for the day-to-day implementation of ASTC's regular finance and accounting processes and reporting, while maintaining accurate and complete records and ensuring compliance with financial policies and controls, especially as they relate to the expenditure of Federal government grant monies.

The Staff Accountant, under the direction of the Senior Manager of Finance and Administration, will be primarily responsible for the following daily, weekly, and monthly processes.

Accounts Payable

- Record and process payables into general ledger and association-management software
- Process invoices as received and complete the check run process for approved payments on a weekly basis
- Process subaward, honoraria, and mini-grant payments to ASTC members and other partners, based on agreement terms
- Ensure all invoices are properly reviewed by program staff and approved by ASTC managers and leaders in accordance with ASTC policies
- Ensure ASTC staff are coding invoices to the correct accounts and departments to ensure accurate reporting of expenses against budgeted categories, especially as it relates to recording the expenditure of restricted funds

Accounts Receivable

- Record and process receivables into general ledger and association-management software
- Create and submit invoices for grant and contracted funds to Federal agencies, sponsors, and other project partners
- With the Member Engagement and Services team, process payments for member dues, conference registration, and other member services payments
- Track all outstanding invoices and work with appropriate ASTC staff to collect past due payments

Payroll, Reimbursements, and Staff Expenses

- Process payroll bi-weekly ensuring that all timesheets are completed and approved correctly, and the information is properly recorded in ADP payroll portal
- Process staff, consultant, contractor, and other non-staff expense reimbursements
- Oversee processes for staff coding of monthly corporate credit card expenses, ensuring that expenses are properly recorded and that credit card statements are paid in a timely fashion

Reporting, Record Keeping, and Process Management

- Prepare standard journal entries for month-end processes
- Reconcile bank and investment accounts monthly
- Maintain filing system used for all processed documents
- Maintain vendor database and issue annual 1099 tax information to the government and applicable funders and partners
- Support the Senior Manager of Finance and Administration in preparing for annual audit, tax filings, and other required government filings
- Review and update financial processes for accuracy in all policies and procedures and recommend regular updates

Responsibilities Shared by All ASTC Staff Members

As a key member of the ASTC team, the Staff Accountant will:

- Contribute to the development and use of efficient processes and clear communications across the organization to ensure that day-to-day operations are performed with the highest levels of accountability, productivity, consistency, and integrity
- Share responsibility and accountability for member engagement, satisfaction, and retention
- Attend, provide staff support for, and contribute to the success of ASTC's Annual Conference
- Other duties as assigned

EXPERIENCE AND SKILLS REQUIRED

The ideal candidate for Staff Accountant will have knowledge of nonprofit financial management within a small organization. Candidates should also have knowledge of financial processes required for administration of Federal government grants, though deep expertise in this area is not required for this position. Direct experience with membership associations is desired, but not required. They will be driven by ASTC's mission, team culture, and strategic direction.

Desired experience includes:

- Experience in nonprofit financial operations, processes, and requirements
- Knowledge of and experience with Great Plains financial software
- Knowledge of Federal government grant management reporting is desired, but not required

HOW WE APPROACH OUR WORK AT ASTC

We expect new members of the ASTC team will join us in aiming to:

- Make a positive impact in service of our members, their communities, and the global good
- Set course for the future boldly
- Be curious and eager to learn
- Foster healthy and productive relationships and teams
- Practice empathy and gratitude

Additional desired qualities and attributes for this role include:

- Robust work ethic, and effective time management and organizational skills, including the ability to manage multiple workstreams simultaneously
- Written and oral communication skills that are effective with internal team members, external vendors, and the finance points of contact at ASTC member institutions and funders
- Excellent teamwork and interpersonal skills, able to work independently as well as in collaboration with colleagues, members, partners, and stakeholders
- A commitment to diversity and inclusion, demonstrated by inviting, including, valuing, and supporting diverse perspectives and ideas, as further described below
- Commitment to continual learning and professional development
- Sound judgment and ability to quickly and calmly resolve problems

ASTC COMMITMENT TO DIVERSITY, ACCESSIBILITY, INCLUSION, AND EQUITY

The Association of Science-Technology Centers (ASTC) values and celebrates the rich diversity that makes up the teams and organizations we serve and the broader communities we engage around the world. At the root of science, technology, and innovation are fundamental values that ASTC embraces: a commitment to seek out and engage a diversity of ideas, perspectives, backgrounds, disciplines, knowledge systems, and approaches; and an evolving practice of accepting, valuing, and celebrating contributions, discoveries, and novel solutions regardless of their source. We commit to bring these values to bear across our work, and we seek teammates, board and committee members, and partners who hold diversity, accessibility, inclusion, and equity as foundational and essential values. If all people are welcomed, respected, and included in our work, if everyone has access to opportunity to pursue their aspirations, and if all people can participate fully and actively in creating and building the future, our association, our members, and our global society will be more equitable, prosperous, just, and resilient.

ASTC is proud to be an equal opportunity employer. We are committed to fostering an inclusive environment free of discrimination and harassment. All employment is decided on the basis of qualifications, merit, and business need. All qualified applicants will receive consideration for employment without regard to race, color, religion, creed, sex, pregnancy (including childbirth, lactation, and related medical conditions), gender identity, gender expression, sexual orientation, national origin, political affiliation, age, disability status, marital status, parental status, military service, veteran status, or any applicable legally protected characteristics.

APPLICATION PROCESS

Interested candidates should submit a resume and brief cover letter outlining qualifications and interest in the position to jobs@astc.org by **May 20, 2019**. Applications will be reviewed on a rolling basis. If it is determined that you might be a good fit for the role, ASTC will contact you with next steps.

If you need assistance or accommodation in the application process due to a disability, you may call us at (202) 783-7200 or email us at info@astc.org