POSITION DESCRIPTION

POSITION TITLE	Controller and Director of Administration
REPORTING TO	Chief Operating Officer
ORGANIZATION	Association of Science and Technology Centers www.astc.org
LOCATION	Remote within the United States, with occasional travel
POSITION TYPE	Full time, 40 hours per week, exempt
SALARY	$135,000–165,000 annual base salary plus ASTC's standard benefits package, including 403(b) matching up to 10% of salary, 85% employer-paid health insurance, paid vacation and health leave

The Association of Science and Technology Centers (ASTC) is a 501(c)(3) institutional membership organization that serves a diverse range of science and technology engagement organizations. Founded in 1973, ASTC champions and supports more than 500 science centers, technology museums, natural history museums, children's museums, and other STEM-rich, place-based institutions, such as nature centers, aquariums, planetariums, zoos, and botanical gardens throughout North America and in nearly 50 countries—as well as nearly 200 other organizations that share an interest in science learning and engagement.

The benefits ASTC provides—including fieldwide thought leadership, advocacy, networking, individual professional learning, and specialized resources—serve members working in a wide variety of contexts, all aimed at supporting members in realizing their goals to engage their communities. Our vision is increasing understanding of and engagement with science and technology among all people to enhance lives and livelihoods, strengthen communities, and sustain the planet.

ASTC works to advance this vision and support our members through the implementation of its Strategy to 2030. Grounded in a commitment to work inclusively, collaboratively, humbly, and effectively with members and partners, ASTC is working to achieve three goals:

1. **Connection:** Connect science and technology engagement with the public good
2. **Relevance:** Cultivate a bold vision for the future of science and technology engagement
3. **Sustainability:** Elevate our member organizations and staff

As a part of ASTC's leadership team, the organization is seeking a Controller and Director of Administration to lead the day-to-day financial and administrative operations of the association. Reporting to ASTC's Chief Operating Officer (COO) and working under the financial direction of its part-time Chief Financial Officer (CFO), the Controller will support a non-profit membership association with an annual budget of $6M–$8M that receives funding from a variety of sources including its members, philanthropic partners, corporate sponsors,

and Federal agencies, and a small staff of 20–25 professionals based in Washington, D.C. and across the United States.

SCOPE AND RESPONSIBILITIES

Working under the financial direction of the CFO and collaborating closely with ASTC's Executive Team—the President and CEO, COO, and Chief of Strategy—the Controller and Director of Administration (abbreviated as "Controller") will be responsible for ensuring that ASTC's financial and administrative operations are accurate, timely, compliant, and well integrated. This work ensures that ASTC meets its obligations for responsible use of member dues and grant funds and that its leaders have reliable information for decisions.

The Controller will be responsible for five core areas of ASTC's operations: (1) managing finance and accounting operations; (2) managing the finances of ASTC's grants, contracts, and projects; (3) administering financial policies, controls, and compliance, especially as they relate to the expenditure of Federal government grant monies; (4) managing administration and human resources operations for a staff working across multiple states; and (5) managing and integrating ASTC's financial and operational systems. The Controller will also supervise ASTC's Manager of Operations.

Finance and Accounting Operations (30%)

The Controller will manage ASTC's financial processes and procedures to ensure effective budget execution, timely collections and payments, and accurate and complete reporting. Specifically, the Controller, with support of the Manager of Operations, will:

- Manage the organization's monthly financial close and reconciliation process, and prepare monthly financial statements for review by the CFO, ASTC leadership, and budget managers
- Maintain and execute the annual calendar of finance and administration tasks set with the CFO (to include regular reports, internal processes, external filing deadlines, etc.), and ensure the timely completion of tasks by the finance and administration team as well as other members of the ASTC staff, as appropriate
- Manage accounts receivable and accounts payable processes, including membership dues, sponsorship and grant receivables, and vendor payments
- Maintain an accurate cash forecast and report regularly to the CFO to ensure a positive operating-cash position throughout the fiscal year
- Manage payroll and employee expense reimbursement processes, including working with the third-party payroll vendor
- Manage preparation of ASTC's annual budget and 6-month budget reforecasts under the CFO's direction, including supporting budget managers and maintaining the approved budget in ASTC's financial systems
- Prepare monthly budget-to-actual reporting that supports leadership's monthly review of financial position and performance against revenue and expense targets
- Maintain accurate tracking and reporting of contributed and earned revenue, working with the CEO and colleagues responsible for fundraising to keep fundraising and financial records reconciled

- Provide ASTC leadership and budget managers with ad hoc reporting as needed to manage projects and meet funder requirements

Grant, Contract, and Project Financial Management (20%)

ASTC manages a portfolio of Federal, philanthropic, and corporate grants and contracts alongside membership, conference, and other revenue streams, each with its own budget, allowable costs, and reporting requirements. Specifically, the Controller will:

- Manage the financial administration of ASTC's grants and contracts from proposal through closeout, including budgets, drawdowns and invoicing, cost allocation, and financial reports to funders
- Support ASTC program managers in preparing project budgets, including ensuring compliance with allowable expenses under specific requests for proposal from the Federal government or other funders
- Track restricted funds and stipulations on use of funds, and maintain the documentation each funder requires
- Allocate shared costs, including staff time, across projects and funding sources consistent with ASTC's cost allocation policies and Federal requirements
- Prepare ASTC's annual Federal indirect cost rate proposal for CFO review, support negotiations with ASTC's cognizant agency, and apply the negotiated rate to project and organizational budgets
- Provide project managers with regular project-level budget-to-actual reporting and flag variances early

Compliance with Financial Policies and Controls (15%)

The Controller will ensure that ASTC and its staff comply with financial regulations relevant to a 501(c)(3) non-profit organization that receives Federal grant monies, philanthropic grants, corporate foundation grants, corporate sponsorship contributions, and membership dues, among other contributed and earned revenue. Specifically, the Controller, in collaboration with the COO and Chief of Strategy and with support of the Manager of Operations, will:

- Administer all financial controls and maintain ASTC's Financial Manual, including recommending updates to ASTC's financial policies and processes for review by the CFO and Executive Team to ensure compliance with Federal requirements or other regulations
- Manage preparation for ASTC's annual independent audit, including preparing schedules and documentation, coordinating fieldwork with ASTC's audit firm, and implementing audit recommendations
- Work with ASTC's tax preparers and registered agent to file required Federal, state, and local taxes and other reports, including the annual Form 990, as required to maintain ASTC's Federal and state operating and tax-exempt status
- Ensure compliance with financial requirements—including stipulations on use of funds, procurement standards, required documentation, and accuracy of reporting—of any funds received from government or other sources

- Identify and implement training of ASTC staff on financial policies and practices, including expense, procurement, and grant-compliance procedures

Administration and Human Resources Operations (20%)

ASTC's staff work across many states, and the organization's administrative work must keep pace with the employment, benefits, and payroll requirements of each. The Controller will ensure that ASTC maintains productive, compliant, and efficient administrative processes and vendor relationships. Specifically, the Controller, with support of the Manager of Operations as well as external vendors, will:

- Ensure compliance with workplace and employment laws in the District of Columbia and in each state where ASTC staff work, including payroll tax and unemployment insurance registrations and state-mandated leave programs
- Manage ASTC's employee benefits consultants and providers (for healthcare, retirement accounts, and others), including overseeing annual review of each account, open enrollment, and annual information sessions and trainings for staff
- With the COO and Chief of Strategy, manage new employee onboarding and offboarding, particularly as it relates to payroll, benefits, equipment, and system access
- Oversee financial and administrative record keeping, including physical and digital documentation of signed agreements, employee records, and vendor contracts
- With the COO, manage ASTC's operational vendors, including real estate and building service providers, outsourced information technology and telecommunications providers, banking and other third-party financial services, and software providers, and conduct service reviews and issue requests for proposal as needed
- Manage the operations of ASTC's Washington, D.C. office

Financial and Operational Systems (10%)

ASTC relies on multiple financial and operational systems that must work together reliably. Specifically, the Controller will:

- Serve as ASTC's system owner for Sage Intacct and connected payroll, expense, and accounts payable systems
- Lead the integration of ASTC's financial and operational systems, including connections with membership, event registration, and fundraising systems, so that data flows accurately and reconciles across systems
- Implement the systems roadmap set by the CFO and COO, including automation of routine approvals, expense management, and reporting
- Maintain user access, approval workflows, and system controls consistent with ASTC's Financial Manual, and train staff on system use

Manage the Manager of Operations (5%)

The Controller will manage a full-time Manager of Operations. Specifically, the Controller will:

- Supervise, motivate, evaluate, and enrich the skills of the Manager of Operations, in part by: delegating responsibility and authority; inspiring staff; and identifying relevant professional growth and development opportunities

- Work with the Manager of Operations and other ASTC team members to build and maintain relationships with the full range of ASTC members and partners
- With members of ASTC's leadership team, work to implement ASTC's internal, organization-wide commitment to a safe and welcoming workplace

Responsibilities Shared by All ASTC Leadership Team Members

As a member of ASTC's leadership team, the Controller will:

- Advance ASTC's strategic direction by working as part of ASTC's leadership team to implement and refine a realistic and forward-thinking plan for ASTC's Strategy to 2030, and working with ASTC staff to help make that strategy a reality
- Contribute to the development and use of efficient processes, effective management practices, 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
- Attend professional meetings and conferences as assigned to promote ASTC collaborations, programs, and activities
- Other duties as assigned

EXPERIENCE AND SKILLS REQUIRED

The ideal candidate for Controller and Director of Administration will be an experienced, hands-on finance and operations manager with a clear record of high performance in accounting, grants management, and administration within small or mid-sized nonprofit organizations. Candidates should have robust knowledge of nonprofit accounting and be experienced with the financial controls required for administration of Federal government grants, as well as managing multiple restricted funding sources alongside earned revenue. Experience administering payroll, benefits, and employment compliance for staff in multiple states is strongly preferred. Direct experience with membership associations is desired but not required. Candidates for this job must be experienced supervisors who can support the performance and professional growth of the Manager of Operations, and who work well under the strategic direction of a CFO while exercising sound independent judgment day to day. They will be driven by ASTC's mission, team culture, and strategic direction.

Desired experience includes:

- Progressive experience in nonprofit accounting and financial operations, typically seven or more years, including management of the monthly close, financial statements, and audit preparation
- Experience with Federal government grant budgeting, cost allocation, financial reporting, and compliance with the Uniform Guidance (2 CFR 200), including preparation of indirect cost rate proposals

- Knowledge of Sage Intacct, as well as payroll, accounts payable, expense management, and budgeting and reporting tools, with experience integrating systems and automating processes
- Experience administering payroll, benefits, and human resources compliance for a workforce distributed across multiple states
- Experience managing external financial services, business administration, benefits administration, and human resources vendors, conducting service reviews, developing and issuing requests for proposal, and selecting new service providers
- Capacity to design and adapt financial processes in ways that balance sound controls with ASTC's commitments to its members and partners
- CPA or advanced degree in accounting or finance (preferred but not required)
- Knowledge of the dynamics of working within a professional membership association, network, society, or similar organization (preferred 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:

- An ability to think big picture and drill down into details, with a high standard for accuracy
- Self-starter and effective time management and organizational skills, including the ability to manage multiple deadlines, projects, and funding sources at once
- Strong 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
- Ability to explain financial and administrative requirements clearly and helpfully to colleagues outside finance
- Excellent teamwork and interpersonal skills, able to work independently as well as in collaboration with colleagues, members, partners, and stakeholders
- Commitment to continual learning and professional development
- Sound judgment and ability to quickly and calmly resolve problems

LOCATION & TRAVEL

ASTC will consider candidates who work remotely within the United States. The Controller should expect periodic in-person work, including travel to Washington, D.C. as well as select Board and staff in-person meetings and retreats.

EQUAL OPPORTUNITY EMPLOYER

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 actual or perceived ability, age, color, ethnicity, race, traits historically associated with race, such as natural and protective hair styles and hair texture, family or marital status, sex, gender identity and expression, sexual orientation, pregnancy (including childbirth, lactation, and related medical conditions), language, national origin, political affiliation, religion, socioeconomic status, veteran status, health and disability status, genetic information, personal appearance, family responsibilities, matriculation, arrest record, or any other dimensions of diversity or other characteristic protected by applicable federal, state or local laws.

APPLICATION PROCESS

Interested candidates should submit a resume and brief cover letter outlining qualifications and interest in the position to jobs@astc.org. Applications will be reviewed on a rolling basis beginning **on Friday, November 6, 2026 and closing on Monday, November 30, 2026**. If it is determined that you might be a good fit for the role, ASTC will contact you with next steps. The position will remain open as long as it's posted on the astc.org webpage.

INTERVIEW PROCESS

ASTC's hiring process typically includes 2–3 interviews, including conversations with members of ASTC's Executive Team, and an interactive assignment that allows applicants to demonstrate key skills. Applicants who advance beyond the first round of interviews are eligible to receive a stipend of $200 as recognition of the time and effort it takes to prepare for and attend these later-round interviews, which can often involve reviewing documents and responding to additional requests for information. In order to receive the stipend, applicants will need to provide ASTC with W-9 and ACH information.