



Aspen Center for Physics - Finance Manager/Accountant

Aspen Center for Physics has an immediate job opening for a year-round full-time Finance Manager / Accountant.

Aspen Center for Physics is a non-profit corporation founded in 1962 to enable distinguished international physicists to discuss the most topical and critical problems in modern physics. Each year, over 1,000 physicists from all over the world travel to Aspen to attend summer workshops and winter conferences at the Center. The Center offers free public lectures during both the summer and winter seasons, bringing cutting-edge research to the interested non-scientist. The Center is run by a volunteer Board of up to 80 General Members and four staff members. Our mission is to advance the fundamental understanding of the universe.

Primary Duties and Responsibilities: Responsibilities include, but are not limited to, the following:

1) Finance, Accounting, and Bookkeeping:

- Maintain the system of internal accounting controls, the general ledger, and compliance policies
- Proven ability to meet deadlines, including month-end, quarter-end, and year-end reporting
- Data Entry, Accounts Payables and Receivables, payment processing
- Account reconciliation and posting Journal Entries
- Maintain budgets for operations, grants, and various funds
- Produce financial reports for Administrative Vice President (AVP) and Board
- Ability to work closely and effectively with AVP, Board, staff, and event organizers
- Ability to work closely with CPA to perform financial audit and prepare IRS Form 990 each fiscal year
- File annual reports for state, federal, PCI, tax-exempt, insurance, pension, etc.
- Manage insurance coverage and contracts, account for monthly prepaid insurance
- Maintain employee payroll files, process semi-monthly, monthly, and quarterly payroll transactions and reviews
- Ability to independently review entries and reports for accuracy and consistency
- Process year-end payroll forms including Forms W2, W3, 1099
- Prepare depreciation schedules and adjusting entries
- Maintain asset inventory and post seasonal adjusting entries
- Track and record all donations according to donor and Board designated restrictions
- Receive and maintain W9s and COIs for vendors and subcontractors
- Review rental contracts, prepare payment schedules, ensure timely payments, and send year-end filings
- Oversee management of investment fund, work with the Board Investment Committee to produce investment reports

2) Grant Management:

- Prepare and track grant budgets, keep grant filings current
- Provide expense tracking and reporting for government and private grants
- Maintain accounting records for grant expenses
- Prepare and track government grant draws
- Assist Board in preparing and submitting grant proposals, financial reports, and annual reports
- Communicate effectively and professionally with representatives from government agencies and private foundations
- Maintain and update grant compliance policies
- Attend virtual training webinars

3) On-Site Support:

Note: On-site support is typically 40% of overall job responsibilities for this position.

- Assist with creating a productive environment for physicists on campus
- Provide concierge services to physicists by providing info about recreation, dining, transportation, etc.
- Help maintain a clean, organized, and well-stocked campus
- Circulate through campus and assist where needed
- Provide support at social events, workshops, and conferences
- Help build a positive company culture



Required Qualifications and Skills:

- Degree in Accounting, Finance, or related field
- Knowledge of GAAP
- 3+ years of accounting experience
- Strong attention to detail
- Self-starter who enjoys working on a team
- Excellent written and verbal communication skills
- Experience with databases and accounting software
- Experience with Google Suite (Google Docs, Sheets) and Microsoft Office Suite, proficiency in Excel
- Ability to work cooperatively with a diverse constituency and foster an environment of respect and civility
- Effective team member who values collaborative environments
- Skilled decision maker and problem solver

Desired Qualifications:

- General IT and A/V knowledge
- Experience with FastFund Araize and FileMaker
- Enthusiasm for and knowledge about the Aspen area

Compensation Details:

Salary range is \$75,000 - \$95,000 annually, commensurate with experience. This full-time exempt position is located at our Aspen office. Benefits include a health insurance stipend and retirement. PTO includes 20 days per year, as well as the following annual holidays: Fourth of July, Thanksgiving, Christmas Eve, Christmas, New Year's Eve, New Year's Day.

To Apply:

Send a cover letter and resume (including 2 professional references) to acp@aspenphys.org with the subject line: Finance Manager/Accountant Application

It is the policy of Aspen Center for Physics to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, income level or any other characteristic protected by law. Under applicable laws, Aspen Center for Physics employs only United States citizens and individuals who are authorized to work in the United States.