

University City Science Center Job Posting

The University City Science Center (UCSC) has an immediate opening for a part-time Senior Accountant. The Senior Accountant will provide accounting and financial insight in support of the Science Center's government grants, non-government grants and donor contributions, program financial statements, payroll and benefits. Primary responsibilities include tracking and reporting of government and non-government grants, including the calculation of funding drawdowns and financial summaries; preparation of monthly financial statements and analysis for joint venture program Phase 1 Ventures, LLC, preparation of company payroll and benefit contributions as well as the allocation of payroll costs across departments; implementation and maintenance of HRIS system; general ledger maintenance and voucher preparation. The Senior Accountant is responsible for the maintenance of fiscal records, preparation of financial reports, along with general accounting and budgetary controls as they relate to the organization's government and non-government revenues, payroll, and program financial statements.

The Senior Accountant has internal contacts with the entire administrative staff and external contact with outside auditors, Board members, grant agencies, donors, program participants, payroll and benefit service providers and vendors. This position has access to sensitive UCSC financial information and is expected to handle such information with integrity and professionalism. This position is expected to represent the UCSC in a professional manner.

The Senior Accountant will report directly to the Corporate Controller. His/her work related to payroll and benefits activity will be directed by the Senior Manager, Human Resources. This position will participate in department activities as necessary.

The successful candidate will have 8 years of progressive accounting experience; experience managing fundraising revenue and operating expense budgets, financial reporting and variance analysis; experience with payroll and benefits preparation and reporting; experience with grant revenue tracking and reporting.

BA/BS degree from an accredited university or college with a concentration in Accounting, Finance, or Business; Masters of Business Administration (MBA) is preferred.

Current Certified Public Accountant (CPA) certification is preferred.

The Science Center offers a comprehensive employee benefit package which includes Medical, Dental, Short and Long Term Disability, Flexible Spending, Life Insurance and 403(b) with a significant company match.

Salary is commensurate with experience.

Interested candidates should forward a resume along with salary requirements to: Human Resources, University City Science Center 3711 Market Street, Suite 800 Philadelphia, PA 19104 Fax# 215-966-6002 or email Kindra Sloan, Senior Manager, Human Resources at sr.accountant@sciencecenter.org.

For more information, check us out on the web at www.sciencecenter.org

We are an Equal Opportunity Employer