

## **University City Science Center Job Posting**

The University City Science Center (UCSC) has an immediate opening for a full-time Staff Property Accountant. The Staff Property Accountant will provide accounting and financial support for the Science Center's real estate program. Primary responsibilities include monthly property accounting and reporting, general ledger maintenance, preparation of financial reports, and voucher review. The Staff Property Accountant is responsible for the maintenance of fiscal records, assisting with the preparation of financial reports, along with general accounting and budgetary controls as they relate to the organization's properties.

The Staff Property Accountant has internal contacts with the entire administrative staff and external contact with tenants 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 Staff Property Accountant will report directly to the Senior Property Accountant. This position will participate in department activities as necessary.

The successful candidate will have 2-4 years of progressive accounting experience in a property management environment with commercial real estate accounting and leases; Experience managing operating expense budgets, financial reporting and variance analysis; experience with common area expense reconciliations.

BA/BS degree from an accredited university or college with a concentration in Accounting, Finance, or Business

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](mailto:sr.accountant@sciencecenter.org).

For more information, check us out on the web at [www.sciencecenter.org](http://www.sciencecenter.org)

**We are an Equal Opportunity Employer**