



## **University City Science Center Job Posting: Temporary Staff Accountant**

The Temporary Staff Accountant will provide accounting and financial insight in support of the Science Center's payroll and benefits as well as joint venture program Phase 1 Ventures, LLC (P1V). Primary responsibilities include tracking of funding requests and preparation of monthly analysis for P1V, preparation of company payroll and benefits; and voucher preparation. The Temporary Staff Accountant is responsible for the maintenance of fiscal records, preparation of financial reports, along with general accounting and budgetary controls.

The Temporary Staff Accountant has internal contact with the entire staff and external contact with 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 Temporary Staff Accountant will report directly to the Senior Accountant. His/her work related to payroll and benefits activity will be directed by the Senior Accountant. This position has the potential to become a permanent position in the future.

Key responsibilities of this role include:

- Review and process for approval requests for expense reimbursement from P1V participants, ensuring compliance with program policy and budgetary guidelines.
- Maintain general ledger activity, create and post journal entries, and reconcile activity for P1V in keeping with GAAP and company policy.
- Work closely with Senior Accountant and Science & Technology team to summarize and provide regular and timely reviews of financial activity for P1V. Maintain contracts and other key documents related to P1V program participation and financial transactions.
- Preparation of semi-monthly payroll and benefit contributions.
- Allocation of payroll costs across departments.
- Reconciliation of payroll and benefit activity in the general ledger.
- Support Director of HR in maintaining payroll-related information in HRIS system.
- Establish and maintain effective financial controls, procedures and policies to ensure process integrity.
- Perform other accounting related responsibilities as assigned by the Senior Accountant or Corporate Controller.

7 years of progressive accounting experience; experience managing revenue and operating expense budgets, financial reporting and variance analysis; experience with payroll and benefits preparation and reporting. Experience with ADP Workforce is preferred. This position requires a BA/BS degree from an accredited university or college with a concentration in Accounting, Finance, or Business.

**We are an Equal Opportunity Employer**

Interested candidates should forward a resume and salary requirements to: Human Resources, University City Science Center 3675 Market Street, Suite 400 Philadelphia, PA 19104 or email [resumes@sciencecenter.org](mailto:resumes@sciencecenter.org).

**About the Science Center**

Located in the heart of uCity Square, the Science Center is a mission-driven nonprofit organization that catalyzes and connects innovation to entrepreneurship and technology commercialization. For 50+ years, the Science Center has supported startups, research, and economic development in the life sciences, healthcare, physical sciences, and emerging technology sectors. As a result, graduate firms and current residents of the Science Center's incubator support one out of every 100 jobs in the Greater Philadelphia region and drive \$13 billion in economic activity in the region annually. By providing resources and programming for any stage of a business's lifecycle, the Science Center helps scientists, entrepreneurs and innovators take their concepts from idea to IPO – and beyond. For more information about the Science Center, go to [www.sciencecenter.org](http://www.sciencecenter.org)