



Title: Staff Accountant

Location: Tucson, AZ

Employee Type: Full-Time

Hours Per Week: 40

Overtime: No

Travel: No

Relocation Covered: No

Desired Start Date: As soon as possible

Rate of Pay: \$48,000/annual DOE

Benefits: Medical and dental insurance, life insurance, disability, retirement plan, and more

Reports To: Chief Operating Officer

PSI will not sponsor applicants for work visas.

Post Date: Starting 1/3/2019

Contact Information: PSI Human Resources, Email: hr@psi.edu

Summary Job Description:

The Planetary Science Institute (PSI) is seeking to hire a Staff Accountant to perform a range of professional accounting duties of standard to moderate complexity, primarily consisting of accounts payable, accounts receivable, and general cash management responsibilities.

Key responsibilities:

- Review expenses for allowability and allocability to assigned project(s).
- Maintain primary responsibility for reviewing expense reimbursements in conformity to PSI's established policies, including the Travel Reimbursement Policy.
- Record expenses and other transactions into the General Ledger system and Project Activity Reports.
- Assist in the preparation and submission of monthly billings.
- Record deposits in the General Ledger and Fundraising database systems.
- Maintain a systematic filing of supporting documents (physical and digital) for all financial transactions.
- Analyze accounting data and make general interpretations and recommendations.
- Organize and coordinate recordkeeping and destruction of financial documents as necessary.
- Perform routine reconciliations of General Ledger accounts to subsidiary ledgers including the Project Activity Reports.
- Other tasks as assigned by the Chief Operating Officer, Senior Accountant, and Project Controller.

Note: Management may assign or reassign duties and responsibilities to this job at any time.

Required Knowledge, Skills and Abilities:

- Advanced computer skills, including all Microsoft Office applications and 10 key keypad.
- Ability to be accurate and show great attention to detail.
- Ability to utilize financial and accounting software applications.
- Skill in performing detailed numerical computations.
- Moderate knowledge of Excel.

- General knowledge of accounting practices, procedures, and generally accepted accounting principles.
- Ability to use judgment, be proactive, anticipate issues and have initiative to accomplish job duties.
- Clear and effective verbal and written communication skills.

Minimum Qualifications:

At least four years of accounting experience in which general exposure to all areas of accounting and accounting principles, practices and procedures were acquired. Experience with non-profits and federal contractors is preferred.

Must be able to perform essential physical, mental and environmental conditions of the job:

- **Physical:** Capability to sit at a desk for extended periods working on computer. Frequently use office equipment requiring an above average degree of dexterity. Possess sufficient visual ability to effectively operate all office equipment. Possess a sufficient degree of hearing and speaking to be able to communicate clearly with others both in person and over a telephone. Occasionally walk, stand or stoop; lift, carry, push, pull, or otherwise move objects weighing up to 25 pounds.
- **Mental:** Regularly required to use written and oral communication skills; read and interpret fairly complex data, information and documents; analyze and solve problems; observe and interpret situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under inflexible deadlines with constant interruptions; and interact with PSI management, staff and outside auditors.
- **Environmental:** The working conditions are normal for an office environment, with a noise level in the work area typical of most office environments with telephones, interruptions and background noises.

To apply for the position:

If you are interested in applying for this position and you meet the required qualifications for the opening, please submit the following documents to hr@psi.edu:

- A cover letter that addresses your interest and qualifications for this position.
- Resume
- Completed Application and Voluntary Self-Identification form (can be found on www.psi.edu or by sending a request to hr@psi.edu).

Planetary Science Institute
Human Resources
1700 E. Ft. Lowell Rd., Suite 106
Tucson, AZ 85719
Email: hr@psi.edu

PSI is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

The Planetary Science Institute is a private, nonprofit 501(c)(3) corporation dedicated to Solar System exploration. It is headquartered in Tucson, Arizona, where it was founded in 1972. PSI scientists and educators are involved in numerous NASA and international missions, the study of Mars and other planets, the Moon, asteroids, comets, interplanetary dust, impact physics, the origin of the solar system, extra-solar planet formation, dynamics, the rise of life, and other areas of research. They conduct fieldwork on all continents of the Earth. They are also actively involved in science education and public outreach through school programs, children's books, popular science books and art. Today, PSI is the largest non-governmental employer of planetary scientists in the world. PSI scientists and educators are based in 23 states and the District of Columbia, as well as Australia, Canada, France, Germany, Ireland, Latvia, Russia, Serbia, South Africa, Switzerland, Taiwan and the United Kingdom. As of 2015, 44% of PSI Principal Investigators are women. In 2014, PSI was ranked 20th in the nation for workplace efficiency and flexibility among US corporations by the Families and Work Institute and the Society for Human Resource Management.

PSI provides an excellent benefits package which includes retirement, medical, dental, life, short- and long-term disability plans for qualified employees who work at least half-time. Please view the PSI website for more information: www.psi.edu.