



Title: Senior Financial Analyst

Location: Tucson, AZ (Job may be performed remotely due to COVID, ultimately the position is located in Tucson when timing is appropriate)

Employee Type: Full-Time

Hours Per Week: 40

Overtime: No

Travel: No

Relocation Covered: Negotiable

Desired Start Date: As soon as possible

Salary: \$65,000-\$75,000/annual DOE

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

Reports To: Chief Financial Officer

PSI will not sponsor applicants for work visas.

Post Date: Starting 12/1/2020

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

Summary Job Description:

The Planetary Science Institute (PSI) is seeking to hire a Senior Financial Analyst to take a lead role in the fiscal oversight and budget administration of the Institute's science research and education projects, primarily funded by NASA grants and subcontracts, through sustained interaction with the projects' Principal Investigators (PI's) and close coordination with the Finance and Sponsored Projects team.

Key responsibilities:

- Review project (direct cost) purchase requests, travel reimbursements, expenditures, and budget revisions to ensure compliance with federal and/or contract-specific regulations. Provide guidance to PI's as appropriate regarding the "allowable, reasonable, and allocable" tests applied to project expenditures.
- At the direction of project PI's, maintain project budgets for currently allotted funds available to spend. Also make budget revisions to expected future funding periods, over time scales of 2 to 10 years. Prepare financial and budget reports (533 Reports) when required by large-dollar contracts.
- Provide PI's with periodic Project Activity Reports and regularly engage with PI's regarding project budget planning. Also assist PI's in managing project budget close-outs.
- Maintain project reporting systems, which currently consists of an extensive suite of inter-related Excel files. PSI is currently transitioning to another budget management tool, Vena Solutions. This position would assist with that transition and be the primary-user of the Vena system going forward.
- Maintain individual PI funding profiles, including: Timesheet system controls of hours available to charge by project; review future expected PI funding for impacts on benefit eligibility; prepare a PI funding projection by payroll-period upon PI request; update the Institute direct cost salary projection budget model which is used by the Chief Operating Officer (COO) for Institute-wide budget and planning purposes.
- Provide assistance, over-flow support, and assume back-up responsibilities for various Finance and Sponsored Projects functions.
- Various other projects as assigned by Management.

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

Required Knowledge, Skills and Abilities:

- Advanced Microsoft Excel skills are critical. Other Microsoft Office application skills and the ability to learn and adapt to various financial systems are highly desirable.
- Knowledge of federal grant and contract administration; particularly with regards to compliance regulations set forth by the Uniform Guidance (2 CFR 200) and the Federal Acquisition Regulation (FAR). Experience with NASA sponsored projects is desirable.
- Analytical and problem-solving skills.
- Outstanding proofreading and editing skills.
- Ability to communicate clearly and effectively in writing and verbally.
- Excellent interpersonal skills and the ability to deal tactfully with people.
- Ability to make sound judgment and seek management guidance on compliance matters as appropriate.
- Highly organized and possess time management and stress management abilities.

Minimum Qualifications:

Bachelor's degree in Business Administration or related field; a Bachelor's degree in Accounting is strongly preferred. Five (5) years professional experience related to federal grants and contracts administration; previous project budget management or Uniform Guidance Single Audit experience is preferred.

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

- Physical: Long hours working at a computer, which can cause muscle strain, eyestrain, and occasional headaches. Ability to effectively communicate in-person or via telephone/video conferencing.
- Mental: Ability to manage multiple requests and situations at one time, within tight deadlines and with frequent interruptions. The position requires interacting with many scientists on a daily basis regarding matters of varying administrative complexity.
- Environmental: The working conditions are normal for an office environment, with a noise level in the work area typical of most office environments. The ability to work remotely on occasion is essential, as Institute scientists work in time zones around the world.

To apply for the position:

If you are interested in applying for this position, have the required skills, and you meet the minimum qualifications, please submit the following documents to apply@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 apply@psi.edu).

Planetary Science Institute
Human Resources
1700 E. Ft. Lowell Rd., Suite 106
Tucson, AZ 85719
Email: apply@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 are involved in 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, dynamic evolution of planetary systems, the rise of life, and other areas of research. They conduct fieldwork on all continents around the world. They also are actively involved in science education and public outreach through school programs, children's books, popular science books and art. PSI scientists and educators are based in 31 states and the District of Columbia, and work from various international locations.