



ASTRONOMICAL SOCIETY OF THE PACIFIC

Astronomical Society of the Pacific
Bookkeeper
Part-Time Position 0.80 FTE, negotiable

About the Organization

The ASP is a 501(c)(3) nonprofit organization, headquartered in San Francisco, whose mission is to inspire and support professionals, educators, amateurs and “armchair” enthusiasts. The ASP develops and disseminates astronomy toolkits, programs publications, educational resources, and online tools in its mission to inspire youth and adults. The ASP’s efforts target K-12 classrooms, museums, planetariums, national and state parks, nature centers, astronomy clubs, and city sidewalks. The ASP collaborates with NASA, the American Astronomical Society, the National Science Foundation, and other leading professional and educational organizations in North America and overseas. Financial support comes from a diverse portfolio of sources that includes government agencies, private and corporate foundations, corporate sponsorship, earned revenue, and donations from ASP members and the public. The organization’s annual operating budget is approximately \$3,000,000, and the Society employs a staff of over 20 people at headquarters and three additional sites across the country.

Job Summary

Working with our Finance Manager, we are looking for a skilled Bookkeeper/Accountant to perform a variety of professional accounting functions involving project budget development, fiscal interpretation and analysis, reconciliations, reviews of multiple accounts and transactions, management of pre- and post-award accounting and reporting, and monitoring compliance with required deliverables.

Job Responsibilities

- Record day-to-day financial transactions and complete posting process
- Verify that transactions are recorded correctly to the subsidiary and general ledger
- Bring the books to the trial balance state
- Perform partial checks of the posting process
- Process accounts receivable/payable and handle semi-monthly payroll in an accurate and timely manner

Requirements

- Demonstrate bookkeeping experience, with nonprofit and grant-funded bookkeeping experience strongly preferred
- Solid understanding of basic bookkeeping and GAAP (Generally Accepted Accounting Principles)
- Demonstrated ability to calculate, post, and manage accounting figures and financial records in an accurate and timely way
- Strong data entry skills, dedication to accuracy, and a “knack for numbers”



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- Hands-on experience with spreadsheets and cloud-based accounting software (FundEZ)
- Proficiency in MS Office Suite, especially Excel
- Proficient and knowledgeable in PEO (Professional Employer Organization) platform for payroll and benefits

Compensation and Benefits

This is an 80% (32 hours per week) position with flexible hours and annual salary to be determined based on qualifications and experience. The position includes medical, dental, vision, retirement, and other benefits at an FTE of 50% or greater.

DEADLINE – This job will remain posted until filled.

HOW TO APPLY: Email a cover letter fully describing your experience and qualifications for the position along with a resume to search@astrosociety.org. Your subject header should read ASP Bookkeeper.

no phone or email inquiries

The ASP is committed to a diverse workforce.