



Career Opportunity This is not a Federal Position

We are currently accepting applications to fill the following vacancy:

Finance Specialist
Announcement Number: SITRUST-23-SSEC0312
Number of Vacancies: 1

OPEN DATE: March 13, 2023
CLOSING DATE: April 3, 2023
SALARY RANGE: IS-0501-11 (\$78,592 - \$102,166)
POSITION TYPE: Trust Fund
APPOINTMENT TYPE: Temporary
SCHEDULE: Full Time
DUTY LOCATION: Washington DC

Position sensitivity and risk: Non-sensitive (NS)/Low Risk

Open to all qualified applicants

The Smithsonian Institution provides reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation should contact the point-of-contact listed in the “How To Apply” section below. Determinations on requests for reasonable accommodation will be made on a case-by-case basis. To learn more, please review the Smithsonian’s [Accommodation Procedures](#).

The Smithsonian Institution is an **Equal Opportunity Employer**. We believe that a workforce comprising a variety of educational, cultural, and experiential backgrounds support and enhance our daily work life and contribute to the richness of our exhibitions and programs. See Smithsonian EEO program information: www.si.edu/oeema.

KEY REQUIREMENTS

- Pass Pre-employment Background Check and Subsequent Background Investigation for position designated as low risk
- Complete a 1-year probationary period
- Maintain a Bank Account for Direct Deposit/Electronic Transfer
- Authorized to work in the U.S. without sponsorship

Conditions of Employment

COVID-19 VACCINATION REQUIREMENTS:

For the latest information on the COVID-19 vaccination requirements and its impact on your application, click on Smithsonian Institution’s [Frequently Asked Questions](#).

OVERVIEW

The Smithsonian Science Education Center (SSEC) is an organization of the Smithsonian Institution dedicated to transforming K-12 Education Through Science™ in collaboration with communities across the globe. To achieve its mission, SSEC has four goals: (1) promote authentic, inquiry-based, integrated K-12 science, technology,

engineering, and math (STEM) teaching and learning; (2) ensure diversity, equity, accessibility, and inclusion (DEAI) in K-12 STEM education; (3) advance STEM education for sustainable development (STEM4SD); and (4) translate the research and collections of the Smithsonian into meaningful tools and convenings for K-12 teachers and students. SSEC achieves its goals by: (a) building awareness for science education among school leaders; (b) promoting Leadership and Assistance for Science Education Reform (LASER); (c) supporting the professional growth of K-12 teachers and school leaders; (d) developing exemplary K-12 curriculum materials and digital resources (including the comprehensive research-based science curriculum programs: Smithsonian Science for the Classroom; Science and Technology Concepts for Middle School; and Smithsonian Science for Global Goals); and (e) engaging in research. At the heart of SSEC's work is the idea that all youth—regardless of gender, sexual orientation, geography, race, native language, ability, or socio-economic status—should be given the opportunities to learn about the socio-scientific issues that challenge us. The Smithsonian, through the Smithsonian Science Education Center, plays an active role in sparking students' and teachers' interest in STEM to ensure scientific literacy and a sustainable planet.

For additional information about the SSEC visit <https://ssec.si.edu>.

We are currently seeking a Finance Specialist. This position is located in the Smithsonian Institution, Smithsonian Science Education Center, Finance and Administration Division, and supports budget formulation and execution, procurement, and other financial and accounting matters. The incumbent also analyzes current and/or required accounting systems to redefine the systems to fit changing needs or conditions.

DUTIES & RESPONSIBILITIES

Financial Systems Support

- Prepares and issues purchase orders, and processes payment requests.
- Enters purchases and obligations into financial tracking system. Assists staff with the resolution of financial problems.

Maintenance of Financial Accounts & Accounting Data

- Classifies accounting transactions including verification of accuracy and completeness of accounting data.
- Responsible for the maintenance and reconciliation of the general and subsidiary ledger accounts.
- Determines the nature of errors and verifies which appropriation and general ledger accounts will be affected.
- Prepares reconciliations of fund accounts and ensures the timely preparation of all reports.
- Update project budgets daily and track payment requests ensuring spending corresponds with proposal budgets and funder/contract specifications.

Financial & Administrative Functions

- Review project expenditures and prepare financial reports alerting Administrative Officer to potential problems and upcoming deadlines.
- Act as liaison with vendors regarding the status of payments, initiating internal fiscal controls for processing of receiving and disbursing documents.
- Inputs and maintains fiscal data entered into automated financial system.
- Reviews documents authorizing payments. Determines the proper amount due and processes the necessary payment transactions in a timely manner.
- Accesses computer databases to look up payment history information, determine at what point the payment is in the processing cycle, verify that all payment information is available, etc.
- Works with the Administrative Officer for resolution of payment problems. Determines the status of payment transactions by analyzing accounting codes with respect to obligations, receiving reports, and payments.
- Assisting staff with budget preparation for proposals.

General Support for Finance & Administration Division

- Develops and maintains relationships with staff in Smithsonian Office of Contracting, Office of the Comptroller, Property, Office of Sponsored Projects, etc.
- Communicates information effectively with internal and external vendors, consultants and the SI Office of Contracting.
- Develops effective partnerships and relationships with staff representing Smithsonian units as well as external organizations needed to sustain and advance the work of the SSEC.
- Performs other duties as assigned.

QUALIFICATION REQUIREMENTS

- Bachelor's degree in related field of study preferred but not required
- Minimum three years of related experience
- Must have knowledge of cost accounting principles
- Must have knowledge of Federal grant management processes and working knowledge of Federal OMB circulars (A-110, A-122, and A-133)
- Advanced skills in Microsoft Outlook, Word, and Excel
- Experience with PeopleSoft a plus
- Skills in managing detailed budgets and expense tracking
- Must have strong writing and verbal communication skills
- Independent problem solver
- Strong interpersonal and organizational skills

Applicants, who wish to qualify based on education completed outside the United States, must be deemed equivalent to higher education programs of U.S. Institutions by an organization that specializes in the interpretation of foreign educational credentials. This documentation is the responsibility of the applicant and should be included as part of your application package.

Any false statement in your application may result in your application being rejected and may also result in termination after employment begins.

The Smithsonian Institution values and seeks a diverse workforce. Join us in "Inspiring Generations through Knowledge and Discovery."

How To Apply:

Please forward a resume, cover letter and salary requirements to:	Point of Contact Name: Kate Echevarria Email Address: SSEC-HR@si.edu <i>Note:</i> Please include the position title in the subject line.
Applications received on or before April 2, 2023, at 5:00pm (EST) will be considered. Resumes should include a description of your paid and non-paid work experience that is related to this job; starting and ending dates of job (month and year); and average number of hours worked per week. What To Expect Next: Once the vacancy announcement closes, a review of your resume will be compared against the qualification and experience requirements related to this job. After review of applicant resumes is complete, qualified candidates will be referred to the hiring manager.	

Relocation expenses are not paid.

What are Trust Fund Positions?

Trust Fund positions are unique to the Smithsonian. They are paid for from a variety of sources, including the Smithsonian endowment, revenue from our business activities, donations, grants and contracts. Trust employees are not part of the civil service, nor does trust fund employment lead to Federal status. The salary ranges for trust positions are generally the same as for federal positions and in many cases trust and federal employees work side by side. Trust employees have their own benefit program and may include Health, Dental & Vision Insurance, Life Insurance, Transit/Commuter Benefits, Accidental Death and Dismemberment Insurance, Annual and Sick Leave, Family Friendly Leave, 403b Retirement Plan, Discounts for Smithsonian Memberships, Museum Stores and Restaurants, Credit Union, Smithsonian Early Enrichment Center (Child Care), Flexible Spending Account (Health & Dependent Care).