



Secure World Foundation, a 501(c)3 non-profit operating foundation, is seeking a part-time bookkeeper to support accounting and audit activities.

As the only organization devoted entirely to space sustainability, the Secure World Foundation strives to be a trusted and objective source of leadership and information on space security, sustainability, and the use of space for benefits on Earth. We use a global and pragmatic lens to study and evaluate proposed solutions to improve the governance of outer space. While recognizing the complexities of the international political environment, SWF works to encourage and build relationships with all willing stakeholders in space activities, including government, commercial, military, civil society, and academic actors. Central to this approach is increasing knowledge about the space environment and the need to maintain its stability, promoting international cooperation and dialogue, and helping all space actors realize the benefits that space technologies and capabilities can provide.

### **Job Description**

The Bookkeeper supports the Operations Director and Finance Manager and is responsible for a variety of accounting tasks to keep an accurate record of all transactions for auditing purposes, tax compliance, and other regulatory obligations.

**The successful candidate will be based in our Broomfield, Colorado office**, will be working in-office for training and remotely Monday-Friday with a flexible schedule, is able to commit to the job for one year at a minimum, and is able and willing to complete the following responsibilities.

### **Position Responsibilities**

#### *Manage payables and receivables*

- Code all transactions to accounting software
- Interface with vendors and customers
- Maintain current information on all vendors and customers
- Obtain vendor tax information
- Verify invoices and bills are in compliance with contract terms
- Comply with IT security policies and ensure secure internet transaction profile

#### *Verify financial accounts*

- Work with other employees to verify monthly credit card transactions

#### *Maintain archive of financial records*

- Ensure documents are copied to the electronic archive in a timely manner
- Complete data backups of accounting software on a per-use basis
- Create backup of the accounting archive on a monthly basis

#### *Manage reporting activities*

- Prepare support documents for monthly and annual financial reporting
- Prepare support documents for annual budget, including tracking of expenses against budget
- Regular reporting to the Operations Director on spending and budget status
- Answer questions from vendors and staff

*Other duties*

- Additional other duties as may be required by the Operations Director or Executive Director.

**Experience, Qualifications, and Skills**

- Bachelor's Degree in Accounting.
- 2 to 5 years of experience working with an organization in a bookkeeping/accounting capacity.
- Strong financial and auditing skills.
- Cyber security awareness
- Good computer skills, including proficiency in QuickBooks Desktop and electronic collaboration tools.
- Superior skills with Microsoft Office products, particularly with Excel.
- Good verbal and written communication and interpersonal skills. Fluency in English is essential.
- Strong interpersonal skills and experience working as a member of a diverse, geographically scattered team is highly desirable.

**Competencies**

- Ability to prioritize tasks and to respond to opportunities quickly and efficiently
- Ability to work independently with minimal supervision
- Ability to work in complex and ambiguous situations
- Ability to think creatively and function pragmatically
- Ability to foresee risks and allow for contingencies when planning
- Ability to listen to others, correctly interpret messages and respond appropriately
- Ability to take ownership of all assigned responsibilities and to honor commitments to deliver outputs for which one has responsibility to agreed time, cost and quality standards

SWF is offering \$25-\$28 per hour, depending upon experience, for this part-time, 8-hour per week position. No benefits are offered with this position.

Qualified candidates, please send a cover letter outlining your interest in supporting SWF's mission and your resume to [jobs@swfound.org](mailto:jobs@swfound.org). Title the subject line of your email: Bookkeeper. **No phone calls, please.** Deadline to apply is January 28<sup>th</sup>, 2022.

The Secure World Foundation provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, expression or identity, national origin, age, disability, or genetics.

SWF is committed to promoting and supporting more diverse, inclusive, and equitable engagement in discussions on issues related to the secure, sustainable, and peaceful uses of outer space. We believe that we can harness the inspirational power of space to be as inclusive as possible in our workplace and in all our activities, to help create a more tolerant, more inclusive, and more humane society, right here on Earth. We know that bringing diverse voices to the table yields better solutions. Space offers us the opportunity to gather the best ideas in creating the systems that will help us keep space sustainable and of benefit to all humanity. As an organization, we plan to maintain and enhance evaluation and feedback mechanisms for continued improvement in this area.