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POSITION ANNOUNCEMENT

STAFF ACCOUNTANT

The Staff Accountant plays a crucial role in supporting the Observatory's financial operations, with a strong focus on accuracy, organization, and meticulous attention to detail. This position is responsible for managing monthly accounting & grant-related tasks, including administering all pre and post-award compliance of Federal grants, and assisting in the entire accounting process through the preparation of financial statements. The ideal candidate will demonstrate a strong work ethic and the flexibility to perform a variety of responsibilities. They must be able to work both independently and collaboratively, manage multiple priorities effectively, and communicate clearly to meet deadlines. This role also requires sound judgment in determining the significance and materiality of financial information for proper financial statement presentation and overall workplace efficiency. The Staff Accountant reports to the Controller.

RESPONSIBILITIES

- Maintain fixed asset records and conduct biannual inventory; perform monthly account reviews for coding accuracy and post journal entries for reclassifications, as needed.
- Record asset additions and disposals; calculate and record monthly depreciation.
- Prepare miscellaneous organizational billings and record them in the accounting system.
- Manage month-end reconciliation of the corporate credit card account (~50 users); export and format data from the card portal and upload to Financial Edge NXT.
- Reconcile account data (e.g., public program revenue, donations, gift shop inventory) to assist with month-end close.
- Review bank reconciliations prepared by others.
- Manage the Travel Advance account, ensuring all grant-related travel is billed in the correct period.
- Oversee the full lifecycle of approximately 40-50 federal grants and cooperative agreements, including 8–10 subrecipients. May include future management of federal contracts.
- Serve as the Observatory's Authorized Organizational Representative (AOR):
 - Review all federal grant proposals prior to submission.
 - Assist Principal Investigators (PIs) in developing proposal budgets, including coordination of required documentation from subawardees.
 - Ensure compliance with all grant guidelines during the proposal process.
- Maintain electronic records and audit-ready documentation for all awards.
- Analyze monthly award expenses against approved budgets; post monthly indirect cost journal entries.
- Prepare monthly drawdown worksheets based on verified expenditures; request and record drawdowns in Financial Edge NXT.
- Issue monthly invoices to subawarding institutions.
- Monitor award budget modifications and ensure proper agency authorization.
- Provide monthly budget activity reports to 16–20 Astronomers and other award managers.
- Collaborate with PIs to forecast spending and ensure efficient use of funds.

- Prepare financial and other reports for grant close-outs.
- Conduct subrecipient monitoring to ensure award compliance, including documentation of:
 - Incremental funding
 - Extension requests
 - Single audit requirements
- Interpret and ensure compliance with all applicable federal, state, and local regulations and with award terms and conditions.
- Prepare the annual Indirect Cost Proposal and coordinate negotiation with the Observatory's cognizant federal agency (due June 30).
- Support the Director of Science in developing the grant-related portions of the annual and mid-year operating budgets.
- Develop, maintain, and update internal grant and contract management policies to ensure compliance with funder requirements.
- Stay current with federal regulations, trends, and best practices in grant administration; provide guidance to the finance team as applicable.
- Track balances on donor-funded projects and communicate updates to relevant staff.
- Assist the Philanthropy team with proposal submissions and financial documentation for grants awarded by private foundations or institutions.
- All other duties assigned by the CFO.

QUALIFICATIONS

- Demonstrated understanding of financial management principles, terminology, and procedures with the ability to apply them accurately in practice.
- Proven ability to interact effectively with individuals at all levels of the organization to coordinate activities, provide guidance, and support collaborative work.
- Ability to exercise initiative, resourcefulness, and sound judgment in decision-making and problem-solving.
- Proficient in Microsoft Excel, Word, and Adobe Acrobat Pro; able to efficiently manage data and documentation in digital formats.
- Strong planning, organizational, and administrative skills; capable of following through on commitments and managing multiple priorities effectively.
- Ability to interpret and apply, federal laws, regulations, and policies related to grant and award management—including 2 CFR 200 (Uniform Guidance), OMB circulars, and gift stewardship requirements.
- Ability to educate others within the organization on applicable financial and regulatory compliance requirements.

EDUCATION/EXPERIENCE

- Bachelor's degree, preferably in accounting or business, with an emphasis in accounting coursework. Four years of experience working in a professional accounting office, preferably in a non-profit. Experience working with Financial Edge NXT is a plus.
- Professional experience or certification in managing federal grants is highly desirable. If no certifications at the time of hire, the Observatory will provide the means to earn certification. Completion of coursework toward credentials is expected in the first year.

WORKING CONDITIONS

This position primarily involves working at a computer for extended periods, requiring frequent sitting with occasional standing and movement. It also involves regular verbal communication, including active listening and speaking, in both individual and group settings. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Hours: 40 hours per week
Status: Full Time, Regular
Compensation: The estimated salary range for this position is \$53k - \$76k.
The final salary will depend on experience and location.
Benefit Eligible: Yes*
FLSA Classification: Exempt
Location: Hybrid, Flagstaff, AZ or Remote in Arizona.
Preference is given to candidates located in Flagstaff, AZ.

To Apply:

Please send the following documents to jobs@lowell.edu

- Lowell Application (www.lowell.edu/careers)
- Letter of interest addressing your qualifications
- Resume
- Phone numbers and e-mail addresses of three professional references

Applications received by 8/6 at midnight will receive full consideration. Position Open Until Filled

*Benefits Overview: In addition to 11 scheduled paid holidays, Lowell Observatory offers a Flexible Paid Time Off policy for all full-time, benefit eligible employees which allows you to determine how much time you need to rest and enjoy yourself outside of work. The cost of premiums for medical, life & long term disability insurances for benefit eligible employees is 100% paid by the company. Up to a 5% match on retirement contributions after 6 months of employment.

Employment is subject to passing a background check. Employees in the finance department are subject to a credit check in addition to the background check.

Lowell Observatory is proud to be an equal opportunity workplace and is an affirmative action employer. We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or Veteran status. Lowell Observatory has always been, and always will be, committed to diversity and inclusion. We seek individuals from all backgrounds to join our teams, and we encourage our employees to bring their authentic, original, and best selves to work.

Lowell Observatory sits at the base of one of the mountains sacred to Indigenous tribes throughout the region. We honor their past, present, and future generations, who have lived here for millennia and will forever call this place home.

Lowell Observatory is committed to providing access, and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. Our non-smoking campus is at an elevation of 7,200ft/2200m, and the LDT is 40 miles south of Flagstaff at an elevation of 7,800 ft/2370m. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Human Resources office for assistance.

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