

**Career Opportunity  
This is not a Federal Position**

We are currently accepting applications to fill the following vacancy:

**Finance Specialist**  
**Announcement Number: SI-TRUST-23-SSEC0701**  
**Number of Vacancies: 1**

**OPEN DATE:** July 6, 2023  
**CLOSING DATE:** August 25, 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**

**\*Trust Temporary appointment of 1 year with the option to renew annually**

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](http://www.si.edu/oeema).

**CONDITIONS OF EMPLOYMENT**

- Pass Pre-employment Background Check and Subsequent Background Investigation for position designated as low risk
- Maintain a Bank Account for Direct Deposit/Electronic Transfer
- The position is open to all candidates eligible to work in the United States. Proof of eligibility to work in the U.S. is not required to apply.

**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 (d) 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 procurement, budget formulation and execution, and other financial and accounting matters.

## **DUTIES & RESPONSIBILITIES**

### *Procurement*

- Advises SSEC staff on procurement options and procedures. Works with SSEC staff to analyze purchasing situations, and the Office of Contracting when necessary, to identify and implement procurement solutions.
- Reviews purchase requests for Smithsonian Institution simplified acquisitions that are within and exceed the incumbent's delegation of authority.
- Approves Purchase Card transactions.
- Reviews and approves Travel Authorizations and Vouchers in Concur Travel System.

### *Grant Budget Formulation & Management*

- Performs budget formulation duties involved in the process of preparing detailed analyses and estimates of funding needs for potential project budgets.
- Provides advice and guidance and answers grant and contract related questions and finds solutions to unusual problems.
- Monitors expenses by resolving financial administrative problems in accordance with the funding agency requirements, Smithsonian policy and procedures, and sound management practices.
- Analyzes and adjusts monthly grants/contracts data for accuracy consistent with financial statement records. Prepares a variety of reports of internal and external use.

### *Financial Management*

- Provides analysis and advice to Division Director of Finance and Administration on financial matters associated with the management and control of resources or funds.
- Supplies financial statements to program managers for informational and financial planning purposes and prepares a wide variety of operating reports.
- Performs duties involving the analysis and forecasting of the acquisition and usage of funds within assigned program activities.
- Manages the deposit of the cash, checks, and credit card income and reconciles the account with the accounting office. Works with the Cash Management Office, Office of Finance and Accounting, and Office of Advancement to ensure that all funds received are deposited correctly and in a timely manner.

### *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
- Knowledge of Federal grant management processes and working knowledge of Federal OMB circulars (A-110, A-122, and A-133) a plus
- 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:

<p><b>Please forward a resume, cover letter and salary requirements to:</b></p>	<p><b>Point of Contact Name: Kate Echevarria</b>  <b>Email Address: <a href="mailto:SSEC-HR@si.edu">SSEC-HR@si.edu</a></b></p> <p><i>Note:</i> Please include the position title in the subject line.</p>
<p>Applications received on or before <b>August 25, 2023, at 5:00pm (EST)</b> 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.</p> <p>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.</p>	

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).