



Finance Manager

About Us

Founded in 1962, the Aspen Center for Physics is a nonprofit that brings together over 1,000 distinguished physicists from around the world each year for summer workshops and winter conferences. Our four-person team supports a volunteer Board of up to 80 General Members and a vibrant campus community. Our mission: to advance the fundamental understanding of the universe.

The Role

This is a unique position that offers a dynamic balance between financial management and active campus engagement. You'll serve as the Center's sole finance professional, owning accounting, grant management, and compliance. The right candidate is detail-oriented, curious, and collaborative - someone who thrives in a role that is as much about people as it is about numbers.

Responsibilities

Finance and Accounting

- Maintain the general ledger, internal controls, and compliance policies
- Handle accounts payable/receivable, payroll, and year-end filings
- Produce financial reports for the Administrative Vice President and Board; support the annual audit
- Manage budgets for operations, grants, and restricted funds; track donations per donor and Board designations
- Oversee investment fund reporting in coordination with the Board Investment Committee
- Maintain asset inventory, depreciation schedules, insurance coverage, and vendor contracts

Grant Management

- Track and report on government and private grant budgets and expenditures
- Prepare grant draws, financial reports, and assist with proposals and annual reports
- Maintain grant compliance policies and communicate with agency and foundation representatives

On-Site Support (10% of the role)

Working alongside our small and dedicated team, you will help create a welcoming and productive environment for our visiting physicists. You will collaborate with other staff members to provide helpful information about the local area and assist with the social events that are a beloved part of our workshop experience.



Qualifications

Required

- Degree in Accounting, Finance, or related field; knowledge of GAAP
- Prior office and accounting experience
- Proficiency in Excel and Google Suite; experience with accounting software and databases
- Strong attention to detail, excellent communication skills, and a collaborative mindset

Preferred

- Experience with nonprofit accounting, grant management, or government grants
- Familiarity with FastFund Araize and/or FileMaker
- General IT and A/V knowledge

Compensation and Benefits

The salary range is \$80,000 to \$110,000, commensurate with experience. Our comprehensive benefits package includes: health insurance, vision insurance, dental insurance, a retirement plan with employer contribution, generous paid time off, and access to a discounted ski pass. This is a full-time, exempt, on-site position located in Aspen, CO.

How to Apply

Send a cover letter, resume, and 3 professional references to acp@aspenphys.org with the subject line: Finance Manager Application.

ACP is committed to equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, income level, or any other characteristic protected by law. Under applicable laws, ACP employs only United States citizens and individuals authorized to work in the United States.