Space Force Association

Contract Staff Accountant
(Part-Time, Remote)

The Space Force Association (SFA) is looking for a detail-oriented, part-time Staff Accountant. If you love reconciliations, catching small errors before they become big ones, and working independently, we'd like to hear from you.

SFA is a nonprofit dedicated to supporting the U.S. Space Force community — through a network of local chapters, professional development and networking opportunities for Guardians, and initiatives including our annual Spacepower Conference.

What You'll Do

- Reconcile bank, credit card, and balance sheet accounts — on a rolling weekly basis and again at month-end.
- Review and correct misclassified, duplicate, or out-of-period transactions.
- Maintain deferred revenue, prepaid expense, and accrued liability schedules.
- Track restricted and designated net assets against their intended use.
- Flag AR/AP items and budget variances worth a second look.
- Support the annual audit, and year-end 1099s.
- Take on ad hoc projects as needed.

What We're Looking For

- Bachelor's degree in accounting or finance, or equivalent experience.
- 5+ years of accounting experience; nonprofit experience strongly preferred.
- Proficiency with QuickBooks Online and strong Excel skills.
- Comfortable working independently on a flexible, part-time schedule.
- Familiarity with nonprofit revenue recognition (deferred revenue, restricted funds)

The Details

- 10 - 15 hours per week
- Independent Contractor (1099); remote, flexible schedule.
- Reports to the Director of Administration & Finance.
- Compensation: hourly, commensurate with experience.

How to Apply

Send your resume and a brief note about your reconciliation experience to

humanresources@ussfa.org, **place Staff Accountant in the subject line to be considered.**