

# VIRGINIA AIR & SPACE SCIENCE CENTER

NASA LANGLEY VISITOR CENTER



**Finance Support and Administrative Assistant  
at the Virginia Air and Space Science Center  
Part-Time Job Description (estimated 20-25 hours per week)**

## **About Us**

The Virginia Air and Space Science Center, NASA Langley's Visitor Center, is a vibrant, nonprofit museum featuring interactive aviation exhibits spanning 100 years of flight, more than 30 historic aircraft, a hands-on space exploration gallery, unique space flight artifacts, and more! VASSC has been sparking imagination, discovery and learning through its education-focused exhibits and STEM-centered programs. VASSC serves a diverse population of families, school groups, and community organizations through interactive play-based exhibits, NASA summer camps, IMAX documentaries, and special events year-round. VASSC is one of Hampton's top family destinations providing enriching learning experiences for children with creative programs and larger-than-life movies.

## **Summary of Position**

The Virginia Air and Space Center, NASA Langley's Official Visitor Center in Downtown Hampton, seeks an experienced accounts payable and receivable clerk. Must be detail-oriented and a self-starter. Under the general supervision of the Chief Staff Accountant, the Finance Support and Administrative Assistant will support the finance office, providing support from maintaining and processing requisitions and payments as well as assisting with contract and vendor records. This role will also assist in the administrative offices' filing needs.

## **Candidate Will**

- Maintain and process accounts payable
- Set up, coding, and entry
- Processing purchase orders
- Tracking requisitions and bill payments, including reconciling discrepancies
- Update attendance records
- Update IMAX film reporting, contracts, and monthly film royalties
- Responsible for generating checks (at least weekly) for vendors
- Assist in banking if necessary
- Support Office administrative needs, including office supply management and filing.
- Responsible for special projects as necessary

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## **Qualifications**

- High School Diploma required; post-secondary degree or training preferred.
- Minimum of 1-year experience working in an office administrative or accounting setting
- Working knowledge of QuickBooks
- Knowledge of office terminology, procedures, and equipment
- Experience with Microsoft Office; including WORD, PowerPoint, and EXCEL
- Exceptional interpersonal and communication skills
- Self-starter with a sense of urgency and prioritization

## **Physical Requirements**

- Walking, standing, stooping, bending
- Carrying up to 30 lbs.

## **Equal Opportunity Employer**

VASSC is committed to and accountable for advancing diversity, equity, inclusion, and sustainability in all of its forms. The Virginia Air and Space Center provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, the Virginia Air and Space Center complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

**Job Type: Part-time, hourly**

**Work Location: One location**