

GET INVOLVED

Careers



The Ayn Rand Institute (ARI) is seeking energetic self-starters interested in increasing the number of people discussing and exploring Ayn Rand's ideas. We offer competitive salaries along with a generous benefits program, including health and dental coverage (for full-time employees, the premiums are almost entirely employer-paid). We also offer matching funds for your retirement account, a paid-time-off system and ten paid holidays per year. Our office headquarters are located in Irvine, California.

Those interested in employment with ARI should forward their résumé and a cover letter with salary expectations to Human Resources, Ayn Rand Institute, 6 Hutton Centre Drive, Suite 600, Santa Ana, CA 92707, or email to careers@aynrand.org. Evidence of eligibility to work in the United States will be required. Completion of an ARI Employment Application will be requested before being considered for an interview. Candidates to whom an offer is extended are subject to background screening and are required to sign an ARI Employee Confidentiality Agreement.

While we thank all applicants for their interest in employment, we are able to contact only those to whom we can offer an interview. No phone calls, please.

Currently, ARI has the following open positions:

CONTROLLER

Job Description

The Ayn Rand Institute (ARI) is searching for a talented and passionate controller to join our business operations team in our Santa Ana, California office. You will be responsible for all day-to-day finance operations including functional responsibility over all accounting processes, financial reporting, general ledger, accounts payable, accounts receivable and payroll. The controller is responsible for enforcing accounting policies, maintaining financial records, upholding a strong system of internal controls and preparing financial reports. This is an immediately available position, reporting to ARI's senior VP.

The ideal candidate is a team player who will be responsible for working with ARI's chart of accounts and accounting software. This individual will manage and track the performance of invested assets in order to achieve compliance with investment guidelines. The candidate will have the ability to compose financial reports for readers with varying levels of accounting knowledge. Specific responsibilities include general ledger maintenance, preparation of the statement of financial position, statement of activities, statement of cash flows, budget preparation, budget variance reporting, accounts payable processing, payroll processes, analyzing expense reporting, analyzing administrative workflow systems, and suggesting accounting software and practices improvements. This candidate should be well organized.

continued

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Responsibilities

- Engages outside accounting firm for annual audit and tax return preparation.
- Implements and monitors internal controls and policies to ensure conformance and compliance with GAAP and other statutory requirements.
- Creates and analyzes monthly, quarterly and annual financial reports, including distributing monthly budget status reports to each department manager.
- Creates budget processes; compiles and analyzes budget and budget review data from department managers (including analysis of budget variances).

Qualifications

- Bachelor's degree in accounting
- Seasoned professional with a minimum five years of accounting experience as an accounting manager or above required.
- CPA or CMA a plus.
- Substantial experience applying GAAP, utilizing general ledger software to process accounting transactions and produce standard financial reports.
- Has previous history of maintaining a strong system of internal controls.
- High degree of ability utilizing Excel and ERP accounting and report writing software is crucial; specific knowledge of Sage 100 ERP preferred but not required.
- Experienced with Microsoft Word and Outlook.
- Strong written, verbal, and collaboration skills.
- Well-organized, detail-oriented and able to multitask with excellent follow-up skills.
- Basic understanding of Objectivism preferred but must be comfortable with ARI's positions.
- Not for profit accounting experience is a plus.

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Seeking ways to get established, make connections and start your career?

Consider ARI's Junior Fellows Program

Be part of the fight for a rational culture! Join ARI's Junior Fellows Program, designed to help you become an Objectivist intellectual who will be engaged in today's issues and debates. If you're accepted into this unique program, you'll join ARI's team in Santa Ana, California, for up to one year, working on large-scale editorial projects while deepening your understanding of Objectivism. Salary and other perks apply. [Learn more.](#)

Consider Seasonal Internships

Seasonal internships at ARI are offered in the fall, spring and summer through a partnership with the Charles Koch Institute. Additional information about the ARI internship program can be found at AynRand.org/students/internships. Additional information about the Charles Koch Institute's paid-internship program can be found at <http://cki.io/ApplyKIP>.

Legal Fellows Program

Are you currently enrolled in a JD program? Have you completed the first year of law school? Are you eager to advance Ayn Rand's philosophy of Objectivism in the culture? If you fit the description, then we can offer you the opportunity to take part in ARI's summer Legal Fellows program. The summer Legal Fellows program is a unique internship program that allows ambitious law students to work with ARI's policy team.

The program is overseen by ARI's director of legal studies, Steve Simpson, an experienced constitutional lawyer who worked for many years for the Institute for Justice.

The work includes writing and research projects on a variety of issues relating to the intersection of law and philosophy, including: freedom of speech, freedom of religion, regulation, pressure group politics, health care, international law, and more. Our legal fellow can expect to perform research for our policy experts and help with written works such as blog posts, op-eds, articles and books.

The position is unpaid, but we can supply you with information on funding sources for summer internships. Working remotely is feasible for the right candidate, so even if you are not in Southern California or the D.C. area, you might still be able to take advantage of this opportunity.

Apply today. Send your resume/CV and cover letter to intern@aynrand.org.