



<b>Job Title:</b>	CDBG and Program <b>Bookkeeper</b>	<b>Position Type:</b>	Part Time (20 hours per week)
<b>Department/Group:</b>	Administration; Reports to Executive Director	<b>Education Required:</b>	Associate's degree minimum
<b>Location:</b>	810 Bryant Street, Kalamazoo	<b>Travel Required:</b>	Intermittent local travel
<b>Level/Salary Range:</b>	Dependent Upon Experience	<b>Skills Required:</b>	QuickBooks, MS Office, Email, etc.
<b>Date posted:</b>	03/20/2016	<b>Skills Preferred:</b>	Donor database experience
<b>Posting Expires:</b>	When filled	<b>Mission:</b>	Passion for Community Homeworks' mission to foster dignified housing for low income families.

**Applications Accepted:** Please send resume and cover letter via Email or Mail

**E-mail:** swright@communityhomeworks.org      **Subject Line:** Bookkeeper Position

**Mail:** Shaun Wright, Community Homeworks, 810 Bryant Street, Kalamazoo, MI 49001

**General Summary**

The person in this position is responsible for accounting and bookkeeping work related to the management of Community Development Block Grant (CDBG) programs, financial grant management, and general record keeping for Community Homeworks, a 501(c)(3) nonprofit corporation with a \$1,000,000 budget. Other related work as required.

**Essential Functions:**

- Responsible for bookkeeping of all funds and grants (including maintenance and monitoring of grant budgets and loan funds); Accounts Receivable, Accounts Payable, etc.
- Payroll processing and recording, including direct deposit submittals
- Implementation of and compliance with CDBG protocols pertaining to expenditure of and reimbursement of grant funds and of program income funds.
- Set up and maintain fiscal files both digital, and hard copies.
- Assists with the financial management of grants, program income, donations, and all other funds of the organization, in coordination with the Executive Director, Development staff, and Board of Directors.
- Assist in the compilation of monthly, quarterly and final reports.
- Complete other duties of similar complexity as requested by the Executive Director or as situations dictate.

**Qualifications:**

- Associate's degree and a minimum of 2-4 years previous experience within an accounting setting (a non-profit organization preferred).
- **Knowledgeable about the Federal CDBG program or have the background and ability to quickly learn it**, with a specific focus on Federal 2 CFR 200 Super Circular and other regulations pertaining to Federal funding.
- Familiarity with Federal or State grant programs, particularly with the U.S. Department of Housing and Urban Development.
- Experience with maintenance and reconciliation of ledgers and accounts with budget monitoring.
- **Proficiency with QuickBooks accounting software.**
- Strong ability to communicate, both in writing and verbally, about Community Homeworks and its mission.
- Ability to interact with all constituents including board, donors, and community leaders.
- Required skills in Microsoft Word and Excel, email, and general internet functions.
- Some comfort with GiftWorks or similar donor database systems preferred.

**Disclaimer**

The above statements are intended to describe the general nature and level of work to be performed by the person in this position. They are not intended as an exhaustive list of all responsibilities, duties, and skills required of the person in this position. The listed duties may be changed at the discretion of the supervisor.