

# EMPLOYMENT OPPORTUNITY

## Job Title: **Grants Management & Bookkeeping**

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### What You Will Do

#### General Bookkeeping (20%)

- **Financial Records Management:** Maintain accurate and up to date financial records using accounting software.
- **Accounts Payable and Receivable:** Process accounts payable invoices, ensuring timely payments to vendors and suppliers.
- **Bank Reconciliation:** Reconcile bank statements and credit card statements to ensure accuracy and identify any discrepancies. Investigate and resolve any discrepancies or issues related to bank transactions.
- **Financial Reporting:** Prepare quick books for monthly delivery to our CPA firm, who will produce financials. Assist with budget preparation and monitoring, providing financial data and analysis as needed.

#### Government Grants Invoicing and Reconciliation (80%)

- **Grant Invoicing:** Prepare and submit invoices to government agencies or grantors in accordance with grant requirements and deadlines. Ensure accuracy and completeness of invoicing documentation, including supporting documentation and backup.
- **Grant Financial Management:** Monitor grant expenditures and ensure compliance with grant budgets and spending restrictions. Work closely with program managers and other stakeholders to track grant related expenses and activities.
- **Grant Reconciliation:** Reconcile grant expenditures with budgeted amounts and financial reports, identifying and addressing any discrepancies. Maintain detailed records of grant expenditures and documentation for auditing purposes.

### What We are Looking For

- Proven experience in bookkeeping and grant management, with at least 3 years of relevant experience.
- Bachelor's degree in accounting, Finance, or related field preferred.

- Proficiency in accounting software QuickBooks and Microsoft Excel.
- Familiarity with government grants management and compliance requirements required
- Strong attention to detail and accuracy in financial recordkeeping.
- Excellent organizational and time management skills, with the ability to prioritize tasks and meet deadlines.
- Effective communication skills, both verbal and written.
- Ability to work independently (with supervision) and as part of a team in a fast paced environment.

### Application Details

- Competitive salary commensurate with experience.
- Opportunities for professional development and continuing education.
- **Commitment:** Part-Time, Up to 15 Hours/Week, Non-Exempt
- **Location:** Napa Valley, California; in person with some remote work options
- **Salary Range:** \$25/hour\*

\*Actual salary will be determined based on factors such as competencies, work experience, unique skills set, market demands, and work location. The salary range provided is subject to change and may be modified in the future.

### How to Apply

Please submit a resume and cover letter outlining your qualifications and interest in the position to **Devereaux Smith**, [dsmith@mollysangels.com](mailto:dsmith@mollysangels.com). In your cover letter, please highlight any relevant experience with bookkeeping and government grants management.

*Molly's Angels is an equal opportunity employer committed to diversity and inclusion. We encourage individuals from all backgrounds to apply.*