



JOB ANNOUNCEMENT
GRANT REPORTING/BOOKKEEPING SPECIALIST
(Part-Time Position)

The Grant Reporting/Bookkeeping Specialist works with the Business Operations Director and is responsible for preparing all written reports required by various grant agencies and other organizations. In addition, this position is responsible for the day-to-day bookkeeping functions that will mandate that the successful candidate be able to handle financial recordkeeping and generating accurate, appropriate reports in a timely manner. The person chosen must be creative and enjoy the challenge of being flexible and producing accurate work.

Knowledge, Skills, and Abilities Required

- Detailed-oriented with the ability to manage multiple projects at a time
- Must possess the skills to communicate, plan, organize, and evaluate various projects or tasks to determine their sequential order
- Having the ability to communicate effectively both orally and in writing is imperative
- Possessing problem-solving skills are essential to understand and communicate issues related to specific grants or writing assignments
- Must enjoy learning new computer software, desktop apps, and electronics in order to fulfill the requirements of this position
- Being able to work with a diverse group of people to foster a cooperative work environment is an imperative skill to effectively executive the goals of this position
- Vital characteristics for this position are being self-motivation and being skillful in time management
- Preferred: Bi-lingual (Spanish speaking)

Minimum Qualifications

- High School Diploma with 2-3 years of experience as a bookkeeping, accounting clerk or related business office experience
- Excellent English and math skills
- Strong experience in preparing reports
- Preferred experience: 1-2 years within non-profit organization



ABOUT BUILDING RESILIENT COMMUNITIES

- Organized as a 501(c)(3) Nonprofit, May 2013
- BRC's reason (Why) for existence is to fulfill our foundational scriptures of **Isaiah 58:12 NLT and Isaiah 61: 1 & 3 NIV**. Our way of addressing our foundational scriptures is to identify systemic problems that cause communities to be disadvantaged and vulnerable in times of disaster.

Vision Statement

Building Resilient Communities envisions a world where communities are filled with hope, overcome adverse conditions, are prepared for disasters, and recover from disruptive experiences.

Mission Statement

Building Resilient Communities advocates for and provides resources, tools, and education to disadvantaged and vulnerable communities to prepare for and overcome disasters. We equip families and youth, community and faith-based organizations, small businesses, and government.

APPLICATION DEADLINE
Open Until Filled

How to apply: Send all job inquiries including requests for an application to: queen@brcus.org or for questions or other information: Call (909) 856-7015 Pay for this position is **\$20 per hour (20 Hours/week)**.

Revised 05-25-2022