



Job Title:	Grant Reporting Specialist	Department:	Administrative
Location:	Community Homeworks 810 Bryant St., Kalamazoo, Michigan	Travel Required:	Occasional/Local
Starting Salary Range:	\$21.50 per hour	Position Type:	Part-time (25 hrs./wk.)
Benefits:	PTO, 10 paid holidays, paid trainings, and conferences/professional development		

To apply: E-mail khumes@communityhomeworks.org

Subject Line: Grant Reporting Specialist Resume

Attention: Kaylen Humes, Deputy Director

**Please include your resume and a list of references.

Position Summary:

Community Homeworks is a 501(c)(3) nonprofit organization whose mission is to empower our low-income neighbors to maintain safe, sustainable, and dignified homes in Kalamazoo County. This is achieved through critical home repairs and homeowner education to foster self-sufficient and successful homeowners.

Come grow with us! Community Homeworks is seeking a part-time (PT) Grant Reporting Specialist. The position will manage our grant compliance and support accounting/bookkeeping. Responsibilities include:

- Organize and prepare local, state, and federal government grant reports and required documentation.
- Monitor annual and ongoing compliance requirements for programming grants.
- Generate grant and board financial reports through our accounting software.
- Assist with invoice and receipt expense coding and preparation.
- Assist with bimonthly payroll preparation and accounts reconciliation.
- Provide ongoing internal audit of policies, procedures, and financial controls.

Minimum Qualifications

- Minimum 1 to 3 years professional experience in role managing grant reports or compliance, accounting/bookkeeping, and or data reporting.
- Experience using Microsoft Office (Word, Excel, PowerPoint), email, participant database, accounting software, and project management software.
- Strong organizational skills
- Ability to regularly multitask.
- Detail-oriented
- Proactive mindset
- Excellent written and verbal communication skills.
- Possess a strong customer service mindset and enjoy regularly interacting with an internal audience of coworkers.
- **Must also have a passion and commitment to serving low-income and at-risk families. This position requires an individual who wants to make a difference in the lives of vulnerable households and prevent housing instability for families in our community.**