



United Way
Of South Central Nebraska

Bookkeeper/Grant Administrator Job Description

Job Title: Bookkeeper/Grant Administrator

Reports To: Executive Director

Position Status: Part-Time, 20 hrs/week

Starting Pay Range: \$18-\$22/hour

Work Schedule: Mutually determined with significant flexibility

Who we are:

The United Way of South Central Nebraska funds 20 agencies and more than 40 programs in South Central Nebraska. We also facilitate 8 of our own programs and serve as the fiscal agent for the Community Impact Network of Adams, Clay, Nuckolls, and Webster Counties as well as Communities for Kids. We offer our employees flexibility, and a dynamic work week. Our team is dedicated to improving our community and each other.

Position Summary:

United Way of South Central Nebraska is seeking a part time Bookkeeper/Grant Administrator. This position will provide a variety of bookkeeping and accounting functions including payroll for staff. This position will also coordinate the organization's grant activity including: assisting the executive director and collaborative coordinator in identifying prospective funders, drafting initial project summaries and funding proposals, tracking grant deliverables, compiling reports and creating other written materials. This position will report to the Executive Director but will work in a collaborative team environment.

Responsibilities:

1. Performs bookkeeping and payroll duties including staff payroll, bank deposits & reconciliations and accounts payable
2. Maintains bookkeeping files
3. Maintains and installs accounting software and file backups
4. Write and oversee grant proposals from inception to delivery
5. Manage grants calendar across multiple program areas and ensure all proposal and grant reporting deadlines are met
6. Gathers statistics and other measurable outcomes as required by funding sources
7. Prepares required grant reports
8. Coordinates with the Executive Director and Collaborative Coordinator regarding funding efforts
9. Other duties as assigned by the Executive Director

Education and Experience:

Minimum 2-year diploma in a related field, with a second year accounting/payroll designation and minimum 2 years bookkeeping and payroll experience.

Skills Preferred:

1. Ability to work both independently and in a team environment
2. Requires skill in multi-tasking, meeting deadlines and performing under pressure
3. Understand parameters of a grant's implementation to ensure compliance
4. Excellent technology skills. Proficiency with QuickBooks, Microsoft Office Suite, Google Workspace, database management and report generation all required
5. Must be detail oriented, a self-starter, and a problem-solver
6. Enthusiasm and commitment to collaborative community activities
7. Excellent writing skills
8. Prior grant writing experience required. Experience working with federal grants preferred
9. Knowledge of non-profit community based programs and services is an asset

How to apply:

Email your resume and cover letter to jodi@unitedwayscne.org to express interest in the position.