**Seeking Bookkeeper & Grant Monitor for Winnebago County CASA**

**Winnebago County CASA** is a nonprofit, volunteer-based organization that advocates for abused and neglected children within the Juvenile Court system. Our trained volunteers are appointed by a judge to represent the best interests of children in the abuse and neglect court. Our obligation is to ensure that the children we represent will be visited at least monthly, and that their needs, desires and circumstances will be reported to the court at every scheduled hearing. The Court Appointed Special Advocate/Guardian Ad Litem (CASA/GAL) will be the consistent person in the child’s life.

We are looking for a Bookkeeper & Grant Monitor. This 30-40 hour per week position will be responsible for maintaining financial, accounting and grant support services in order to meet the needs of Winnebago County CASA by processing accounts payable, accounts receivable and banking entries. Additionally, this person will be responsible for providing post grant award services and compliance oversite of grant requirements including tracking grant revenue and documenting grant spending by specific accounts. This includes providing monthly, quarterly and year end reports.

**Essential Duties and Responsibilities** include the following.

* Verify all bills and invoices and charge account receipts for payment or reimbursement.
* Enter invoices in computer software.
* Maintain computer software, such as Quick Books.
* Process accounts receivables and account payables as requested.
* Perform month end procedures such as running reports, sending required reporting as appropriate to the board or accountant.
* Maintains documents files for payables, receivables and historical records and adheres to record retention and destruction policies.
* Works with office equipment as needed, including but not limited to computer workstations, printer, copier, fax and paper shredder.
* Cross trains on office systems as needed.
* Prepares and makes bank deposits when needed.
* Gather financial information for and from the Board of Directors.
* Perform grant-related post-award related functions including periodic invoicing, financial reporting, labor distribution entries, reconciliations and grant closeout functions.
* Tracks grant funding received and accounts for all grant dollars spent by allocating grants funds to the appropriate function. Maintains accurate records of all grant related transactions.
* Provides assistance to Program Director for preparations related to external visits, audits and compliance requests.
* Reports to Program Director on any irregularities in grant spending or financial allocations.
* Participate in performance evaluations for this position.
* Other duties may be assigned.

High School or GED required; college graduate preferred; Industry related education beneficial. Experience with volunteers given preference. Experience with QuickBooks preferred.

If interested, please apply on line or send your resume to Bill Miller via email at bill.miller@staffmgmt.com or fax to (815) 282-0515.