

AP/AR and Grants Clerk

Join a vital community-based organization at Sonoma Valley's leading Latino advocacy organization as its key resource mobilizer. La Luz Center is a nonprofit organization that strengthens our community through Direct Services, Family Services, Economic Advancement, and Community Engagement.

We are looking for a self-starter to join our team. This part-time role is in person, providing operational support to our program and development staff by ensuring daily AP and AR transactions are recorded accurately and efficiently and support of the grants management process.

Accounts Receivable/Payable Job Responsibilities

- Prepare contract and grant invoices for review with program managers, ensure timely delivery of approved invoices.
- Record and post payments received
- Submit electronic deposits.
- Provide excellent customer service to agencies in tracking and collecting payments.
- Process transactions in Bill.com, ensuring accurate allocation to accounts, programs and grants.
- Process handwritten checks.
- Respond to vendor inquiries.
- Request W9s and other documentation to ensure authorized payments.
- Monitor transactions in Divvy, following up with card holders to ensure receipts are captured and expenses are accurately allocated to accounts, programs and grants.
- Provide schedules and reports required for annual financial audit.
- Run monthly reports and other reports as needed.
- Submit property taxes in a timely fashion.
- Update operating procedures when needed.

Grants Job Responsibilities

- Prepare budgets for grant applications. Work with Programs as well as the finance team to understand scope of grant applications and related costs of projects.
- Process grant award notices/subcontract agreements/amendments for account integrity.
- Work with finance and payroll to ensure that personnel costs are allocated to appropriate funding sources.
- Maintain schedules of grant terms and restrictions. Track due dates for external grant reports.
- Review transactions posted to grant budgets for appropriateness. Monitor grant expenditures for interim reporting and review budget variances with staff as needed.
- Maintain files and documentation for budgets, awards and expenditures.

- Prepare financial reports for external agencies for grants funding as needed. Complete internal financial reports as needed.
- Work with the finance and programs to recognize funding appropriately as expenditures are incurred.
- Provide centralized financial administration and coordination of grant activities, including accurate accounting, financial compliance, and required federal and state compliance.
- Monitor grant administration and grant accounting compliance with federal and state requirements, as well as any policies and procedures.
- Monitor compliance with grant stipulations and program progress through program evaluations and reviews of plans and reports.

Qualifications

- Associate degree in Business Administration or Accounting.
- At least three years of accounts payable and receivable and grants experience, or an equivalent combination of education and experience.
- Excellent written and verbal communication skills in English; Spanish desirable.
- High attention to detail and organization.
- Proficiency with financial software.
- Strong independent research ability.
- Experience with Bill.com, Divvy and Intacct an advantage.

Role: Non-exempt, part time (20 hours/week)