



Job: Bookkeeper/Grant Manager (PT: 15-20 hours/week)

NEK Broadband seeks a part-time bookkeeper and grant manager with experience in fund accounting and Quickbooks Desktop reporting. If a full-time position with benefits is desired, additional hours would be available in a variety of complimentary administrative work connected to the construction and operation of a 2,500 mile fiber to the premise network. For part-time, an hourly rate of between \$25-35/hour based on experience. A full-time position with benefits is negotiable.

Primary responsibilities:

The position will have two primary sets of responsibilities: bookkeeping and grant management.

Bookkeeper:

Weekly: Receive bills and file appropriately before and after approval for payment; Record bills and electronic payments; create checks for signature as necessary; Follow established chart of accounts and items and work with Treasurer to update; work with purchasing and construction management teams for the proper processing of materials and construction invoices

Monthly: Run payroll twice a month; Reconcile accounts; Run Statement of Activities and Statement of Position reports in preparation for Finance Committee meeting

Annually: Assist Treasurer in providing documents to auditors

As Needed: Create and/or record invoices for payments owed; record electronic payments and make deposits when checks are received

Grant Manager:

Weekly: (1) Track expenditures appropriately by item to existing grants, ensuring that budget lines are not exceeded by more than 10%

Monthly: Run Budget to Actual Report for each active grant; Run Expenditures list for grant reporting; Compile bill backup document PDF for reporting

As Needed: Prepare invoices for reimbursement requests; Run expenditures list and compile backup documents; Assist Treasurer and Executive Director with grant applications and budget preparation.

This position can be done remotely, though willingness to be present in an office at least two days per week, and a willingness to check for mail and procure basic supplies is appreciated.