



## **Business and Grants Manager (PT)**

### **Job Description**

#### **Purpose:**

The PT Business and Grants Manager will oversee financial operations for the organization. Looking for non-profit and grant management experience. This position is responsible for payroll, cost analysis, cost accounting, budgeting, grants management, and the general ledger. Please Email Katrina Nugent at [PrevEdDirector@mcvprevention.org](mailto:PrevEdDirector@mcvprevention.org) your cover letter and resume.

#### **Requirements**

- 32 hours per week
- Must be proficient in QuickBooks Online, Excel
- Experience in accounting and grant management preferred
- Experience with non-profits a plus
- Job type: Part Time
- Pay \$25.00 per hour

#### **Benefits**

- Flexible schedule

#### **Schedule**

- Monday to Friday

#### **Ability to Commute/Relocate**

- Keene, New Hampshire: Reliably commute or planning to relocate before starting work (required)

#### **Experience**

- Accounting: 1 Year (Required)

#### **Work Location**

- In-Person