



COLLABORATIVE
SOLUTIONS

205.939.0411

P.O. Box 130159

Birmingham, AL 35213-0159

www.collaborative-solutions.net

Collaborative Solutions, Inc. is seeking applicants for the following position.

Finance and Grants Specialist

Collaborative Solutions, Inc. (CS) is seeking applicants for the position of Finance and Grants Specialist. The Finance and Grants Specialist is responsible for bookkeeping/accounting support, payroll submission and grants management tasks. The Finance and Grants Specialist reports to the Sr. Finance and Grants Specialist.

Qualified applicants must have:

Education Requirements

Bachelor's degree in accounting or related field preferred but not required. Experience with nonprofits and federal grant programs is strongly encouraged.

Position Requirements

- Accounting operations including yet not limited to accounts payable, accounts receivable, and invoicing.
- Includes accounting support for management services to 2 other small nonprofits.
- Provide support and information for annual budgeting process and annual audits.
- Experience in grants management and the use of funder online systems.
- Proficient in QuickBooks, Microsoft Office programs and project management and time keeping software systems.
- Must be a self-starter.
- Strong communication skills both written and verbal. Able to read, speak and comprehend English.
- Commitment to agency mission, program goals, and deadlines.
- Routinely moves printed materials weighing 50 pounds.
- Comply with the CS Personnel Policies as written.

This is a full-time position based in Birmingham, Alabama. CS is an equal opportunity employer.

Send cover letter with salary requirement, resume, and references to Sharon Fenstermaker, Director of Administration, Collaborative Solutions, Inc. email at sharon@collaborative-solutions.net. For more information, visit <http://www.collaborative-solutions.net>.