



Job Description

Title: Bookkeeper/Accountant

Responsible to: Garfield Super Block Coalition
garfieldsuperblock.org
info@garfieldsuperblock.org

Project:

The Garfield Super Block is a community-led project to improve a park in the Central District.

Desired Qualifications:

- A bookkeeper who is familiar with development projects that are grant funded.
- An individual who is aligned with the Coalition's commitment to the community-led, grassroots nature of this project.
- Priority will be given to an individual/business located in the Central District or with strong ties to the Central District.
- Women and minority-owned individuals and businesses are encouraged to apply.

Scope of Work:

- Create and maintain a financial account for all income and expenses for the project.
- Provide monthly reports to the GSB Coalition.
- Perform general bookkeeping functions within specific software (and save invoices/receipts, etc).
- Track restricted and unrestricted funds for the project.
- Review financial information from fiscal sponsor.
- Prepare grant reports as needed.

Anticipated commitment: 5-10 hours a month for the duration of the project. The project is anticipated to go through 2024.