



CENTRAL ARKANSAS SPHINX FOUNDATION



September 10, 2024

## Employment Opportunities

OPEN POSITION – Bookkeeper / Business Manager

PART-TIME POSITION

Closes: September 24, 2024

Send Resume and Application to [James.Lee@Casfgrants.org](mailto:James.Lee@Casfgrants.org)

### Description

This position provides technical support for USDA grant projects for the Central Arkansas Sphinx Foundation. Ability to manage multiple funding categories for grant operations and work closely with the Budget Manager to maintain fiscal integrity.

Duties include providing oversight for all financial operations for the grant. This includes reviewing all invoices, receipts and time sheets for payment or reimbursement purposes. Conducting weekly / monthly reports to ensure that the grant projects are staying on budget and request for reimbursement can be submitted in a timely manner. A knowledge of excel spreadsheets, and / or QuickBooks or other accounting software is useful. The ability to work independently and in a timely manner is a must.

The participants will be paid an hourly rate of \$30 - \$40 depending on experience. The position is a part-time contract position for 18 - 24 months. This position will report to the Grants Administrator. ([www.casfgrants.org](http://www.casfgrants.org))

### Examples of Work

- Recording daily financial transactions
- Updating a general ledger / cash flow
- Preparing trial balances
- Documenting financial transaction details
- Monitoring transactions
- Checking accounts payable and accounts receivable
- Fact-checking accounting data
- Reconciling company accounts
- Processing payroll and tracking payroll data
- Assisting with tax payments and returns

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- Working with accountants as needed
- Review and process invoices, purchase orders, and receipts
- Review weekly / monthly time sheets
- Provide weekly / monthly reports for payroll and reimbursement

### **Minimum Requirements**

The desired educational requirements are a college degree from an accredited college or university in Business Administration or Accounting or a minimum of five (5) years of bookkeeping experience. Demonstrated leadership ability. Must be detail oriented, have effective communication skills and able to maintain confidentiality.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

The Foundation may require employees to perform functions beyond those contained in the job descriptions. The CASF may modify job descriptions based on Foundation needs. The Central Arkansas Sphinx Foundation, Inc. is an "**at will**" employer.

***A criminal background check and drug test may be required to determine suitability of employment, and failure to meet these standards may cause the applicant to be rejected or terminated from that position.***

U.S. Department of Agriculture (USDA) and Central Arkansas Sphinx Foundation, Inc.

#### Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632- 9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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