
Instructions

You may fill out this application on-line by tabbing between fields and selecting the green Submit at the bottom once complete.

If you prefer to submit a paper application you can select the Print button at the bottom of the page. Printed applications require an original signature and date noted. Any additional documents will need to be attached and then mailed to the address at the bottom of the form.

Must be a resident of Nevada County to apply.

Profile

Which Boards would you like to apply for?

Adult and Family Services Commission: Submitted

Question applies to multiple boards

Confirm your desired member position:

Public

Incumbent?

Yes No

Kimberly

First Name

Grant

Last Name

Home Address

Suite or Apt

Grass Valley

City

CA

State

95949

Postal Code

Mailing Address (if different from residence)

Business Address (Optional)

Supervisorial District 1 through 5 (Available from Election Office, 265-1298)

District 2

Time(s) available to attend meetings (days, evenings, etc.)

I am available days and/or evenings Monday-Friday.

Kimberly Grant

[REDACTED]

Email Address

Business Email Address

[REDACTED]

Primary Phone

[REDACTED]

Alternate Phone

Interests & Experiences

Experience: A resume, or additional sheets, may be attached containing any information that would be helpful to the Board in evaluating your application.

Education/Employment Experience

I am currently the Business Officer at Hospitality House handling everything from contracts, grants to everyday financial decisions. I have a background in non-profit accounting. I began my career business office of Jacobs School of Music at Indiana University. After that I became the Office Manager of a Title X family planning clinic ran by the Monroe County Health Department. In 2010, I moved to California from Indiana with my husband, Chris and two daughters to be closer to my in-laws. My passion for the environment and sustainability led me to obtain my NABCEP certification in Photovoltaics from Sierra College in 2012. After finishing Sierra College, I continued my education to become a HERS rater in 2013. I was the owner of Grant Consulting from 2013 - 2020 providing home efficiency audits and energy efficiency consultations. In 2014, I became the Executive Director of the Place Nature Center in Auburn, CA.

Community Experience and Affiliations

While my kids were young, I participated in school events and committees. I was President of the Parents Teachers Club for Cottage Hill Elementary in Grass Valley for 2 years. I organized and participated in Fall Family Fun Night for 3 years. I was President and Treasurer of Magnolia Middle School for 2 years. I have acted as a volunteer for Hospitality House in 2011. I have also volunteered with the Master Gardeners and Bear Yuba Land Trust.

List any other County boards, commissions, or committees on which you have served:

I am a member of the Outcomes and Measurements committee for the Homeless Resource Council of the Sierras (HRCS). This committee evaluates non-profits receiving funding through HRCS. Evaluation's include grant financial and program compliance.

Other experience you feel would be helpful to the Board of Supervisors in making this appointment:

I have over 10 years of experience with grant administration and compliance. I have created and managed programs for children during my years at the Placer Nature Center.

References: Please list two references with telephone numbers

[Kimberly-Grant-Resume-2023.pdf](#)

Upload a Resume

Additional Attachments

Agreement

Applicants may be required by State Law and County Ordinance to file a financial disclosure statement as part of the appointment process. The form may be viewed at <http://www.fppc.ca.gov>. An Oath of Office will be required upon appointment. I have reviewed the Financial Disclosure Statement requirement.

I Agree

Applications must be filed with:

Clerk of the Board of Supervisors - County of Nevada

950 Maidu Ave.

Nevada City CA 95959-8617.

This application is a public document.

Document-16360 Rev 1/2008

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Kimberly Grant

Education

- | | |
|---|------------------|
| CalCerts, Inc | Folsom, CA |
| • HERS Compliance Rater Certification | |
| University of California Cooperative Extension | Grass Valley, CA |
| • Nevada County Master Gardener Certification | |
| • Nevada County Master Composter Certification | |
| Sierra College | Rocklin, CA |
| Solar Technology – Certificate of Completion ESS 30, ESS 32, and ESS 34 Advanced Photovoltaics Design and Installation – NABCEP Certified | |
| Ivy Tech State College | Bloomington, IN |
| • Associate Degree in Accounting | |
| • Graduated with a GPA of 3.8 in May 2005 | |
| • Member of Phi Theta Kappa Honor Society | |

Work Experience

- | | | | |
|--|-------------------|------------------|------------|
| Business Officer | Hospitality House | Grass Valley, CA | 2021 – Now |
| <ul style="list-style-type: none">• Oversees Hospitality House’s accounts payable/receivable program including ensuring all invoices are entered into accounts payable ledger; presented to Executive Director bi-weekly for review; checks are prepared for payment of approved invoices and arranged for signature.• Ensures all financial transactions are properly posted to QuickBooks by approving all expenses and validating expense codes.• Ensures month-end closings including bank reconciliations, accruals, adjusting entries, pre-paid expenses, receivables, and balance sheet accounts are completed timely and accurately.• Schedules and provides oversight of the annual financial audit and preparation of the Form 990. Review payroll tax findings.• Assists in the development of the annual budget and provides relevant status reports for continuous oversight.• Ensures data integrity, appropriate internal controls, proper accounting methodology and adherence to established policies and manuals. Stays abreast of financial best practices standards.• Ensures the timeliness and accuracy of monthly and quarterly financial reports for the Executive Director in preparation for Finance Committee and Board Meetings, advising the Executive Director of any material changes or concerns.• Ensures outside accounting firm completes fixed asset worksheets and prepares monthly and year-end depreciation entries.• Manages all government contracts ensuring timely submission of all public reporting requirements to safeguard funding. Ensures timely data collection and reporting by staff for quarterly financial and regulatory compliance.• Conducts regular, annual audits of insurance policies, making sure that Hospitality House is appropriately covered and that the price is still competitive.• Creates and maintains calendar of due dates for grant reports, tax submissions, contract reporting deadlines, audit fieldwork, and any other due dates relating to fiscal management.• Researches grant and funding opportunities; provides regular and thorough evaluations and assessments to Executive Director to help identify new and realistic revenue streams. | | | |

