# **COUNTY BOARDS, COMMISSIONS AND COMMITTEES**

# Instructions

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

Submit Date: Jun 29, 2023

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 Service	es Commission: Submitted		
Question applies to multiple boa Confirm your desired			
Public			
Incumbent?			
○ Yes ⊙ No			
Kimberly First Name	Grant Last Name		
	Lactivation		
Home Address		Suite or Apt	
Grass Valley		CA	95949
City		State	Postal Code
Mailing Address (if di	fferent from residence)		
Business Address (O	ptional)		
Supervisorial District	1 through 5 (Available from Elec	etion Office, 265-1298)	
District 2			
Time(s) available to a	ttend meetings (days, evenings,	etc.)	
I am available days and/	or evenings Monday-Friday.		

Kimberly Grant



### **Business Email Address**



### **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. Evalution'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

### **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

- 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
- 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.

- Proactively obtains funding sources through a variety of list-serves and professional engagement.
- Writes and submits on-time grant proposals on behalf of Hospitality House; works with the Executive Director to
  prepare budgets and financial information for all applications; stewards funders and ensures the timely creation and
  submission of all grants and contractual reporting.
- Creates, manages, and maintains a complete grant tracking calendar, identifying due dates and reporting deadlines; ensures advanced and timely communication among staff who are involved in the grant writing and grants administration process.
- Attends all grant workshops and NOFA seminars.
- Supervises Data and IT Department to ensure accurate auditing and data security procedures are updated as needed.
- Oversees the Data and IT Department's monthly data reports, staff trainings, and operation workflows processes
  through efficiency and confidentiality.

Office Assistant

Chuse Right Industries

Grass Valley, CA

2016 - 2021

- General clerical duties such as customer service, appointment scheduling and office equipment maintenance.
- Accounting duties such as bookkeeping, accounts payable and accounts receivable.

Field Office Assistance

Department of Motor Vehicles

Grass Valley, CA

2018 - 2019

- Assist customers with electronic applications and testing computers.
- Welcome customers at Start Here and verify they have the proper documentation to prior to seeing a technician.
- Assist with opening and closing procedures.
- Check customers out after testing with EASE software application. Issue interim driver's license and identification cards.
- Provide office assistance to managers such as clearance audits of applications and SR-22 matching to end of day review audits.
- Take customers photos and ensure fingerprinting and signature process is finished prior to testing.
- Perform duties related to driver's license and identification card processing through EASE application software.

Executive Director

Placer Nature Center

Auburn, CA

2014 - 2016

- Provide leadership in developing program, organizational and financial plans with the Board of Directors and staff, and carry out plans and policies authorized by the Board.
- Maintain official records and documents, and ensure compliance with federal, state and local regulations.
- Publicize the activities of the organization, its programs and goals.
- Establish sound working relationships and cooperative arrangements with community groups and organizations.
- Be responsible for the recruitment, employment, and release of all personnel, both paid staff and volunteers.
- Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place.
- Encourage staff and volunteer development and education, and assist program staff in relating their specialized work.
- Write and manage a variety of grants, including subcontractors, invoicing, and reporting.

Energy Specialist/Technical Assistant Sustainable Energy Group

Nevada City, CA

2011 - 2012

- Designed residential and small commercial solar power systems.
- Performed energy efficiency audits and prepare reports for clients.
- Designed marketing materials, business cards, and attend events as a company representative.
- Responsible for client paperwork as it relates to proposals, rebates, and PG&E's net energy agreements.
- Used QuickBooks for contractors to assist bookkeeper during times of absence. Responsibilities include payroll, bank reconciliation, and job cost estimates.

Unit Coordinator

Monroe County Health Department

Bloomington, IN

2007 - 2010

- Created and maintained a client billing database for both fee pay and medical insurance billing, increasing our annual revenue from \$800 to in excess of \$10,000 which allowed the clinic to increase the number of clients and services available to them.
- Screened clients to assess and determine program eligibility. Responsible for maintaining client anonymity while dealing with sensitive subject matter.
- Assisted clients with registration forms and answered questions pertaining to clinic services available, sliding scale fees, and social service organizations available.
- Duties included but not limited to scheduling appointments, answering phones and walk-ins, take and distribute minutes at each clinic board meeting,
- Maintained office supply inventory, data entry, medication inventory, completed weekly deposits, and tabulated monthly reports for the Monroe County Health Department.

Grant Administrator

Indiana University School of Anthropology Bloomington, IN

2007

- Supported faculty and graduate students during the preparation and submission of federal grants.
- Researched potential funding sources.
- Managed project accounts after award and acted as a liaison between various University departments to process travel and per diem reimbursements.

Accounting Assistant

Indiana University School of Music

Bloomington, IN

2005 - 2007

- Supervised up to 200 student musicians and processed payroll for the Office of Musical Attractions.
- Handled scheduling and contracts for the Office of Musical Attractions events.
- Supervised one part-time employee and set up inventory system for the School of Music Marketplace.
- Duties for the School of Music Marketplace include but not limited to accounts receivable, accounts payable, customer service, apparel design, and marketing at university events.
- Coordinated the processing of disbursement vouchers, purchase orders, non-employee honoraria, and travel reimbursements with several university departments.
- Analyzed monthly operating statements to ensure that all income and expenses were accounted for.

# Computer Skills

- Extensive knowledge of Microsoft Office Applications such as Word, Excel, PowerPoint, Outlook, Info, Front Page, Publisher and Google for Business. Knowledgeable in Quick Books and SalesForce. Typing speed 52 WPM.
- Ability to navigate internet efficiently and familiar with various social networking sites such as LinkedIn, Facebook, Instagram, Microsoft Teams, Zoom, Constant Contact.
- Ability to fix minor office machine issues related to network, software, or hardware failure.