Small Business Advisor – Contract Position

Position: Small Business Advisor
Type: Independent Contractor, Part-Time
Hours: 10-15 hours/week
Location: Valley office and remote

Position Overview

Valley Community Development is seeking a Small Business Advisor with strong experience in financial analysis, bookkeeping, and small business financial management. This position will provide one-on-one technical assistance to small business owners, helping them better understand their finances, strengthen bookkeeping practices, and make informed business decisions.

The ideal candidate is approachable, detail-oriented, and able to meet clients where they are in their stage of business development.

Key Responsibilities

- Provide one-on-one advising related to financial management, bookkeeping, cash flow, budgeting, and business planning.
- Review and analyze financial statements, bookkeeping records, and other financial information.
- Assist clients with QuickBooks or Wave bookkeeping systems.
- Help clients develop budgets, financial projections, and cash-flow forecasts.
- Identify financial challenges and opportunities to help clients develop practical next steps.
- Meet with clients at Valley's office or virtually.
- Maintain detailed and timely client documentation.

Qualifications

- Experience working with small businesses and/or providing business advising.
- Strong financial analysis and bookkeeping skills.
- Experience with QuickBooks or Wave accounting software.
- Strong communication and organizational skills.
- Ability to explain financial concepts clearly and practically.
- Ability to work independently and manage multiple client engagements.

Compensation: $55-75

Hours may vary based on client demand and program needs. All client, preparation, documentation, and follow-up time counts toward the weekly hours.

Application Process

Please email Sarah (ss@valleycdc.org) your resume and a brief statement on why you want to work with Valley and it's small business clients, do not send a cover letter.
Valley will begin review of applications on a rolling basis, and the contract position will remain open until filled. References may be requested.