

JOB ANNOUNCEMENT

POSITION: Contracts/Grants Representative I
SALARY: \$17.86-21.72 per hour (Grade 18-22) DOE
SUPERVISOR: Chief Financial Officer
ACCOUNT CODE: 40-8000-0000-21-6000
DEPARTMENT: Finance
CLASSIFICATION: Non-EXEMPT
LOCATION: Owyhee, NV

OPENS: November 13, 2020 **CLOSES: Open Until Filled**

SPECIFICATIONS: All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application) Please attach all required documentation as specified in the Job Announcement. **Failure to attach required documents will disqualify you from consideration for this position.** Employment Applications are available at the Human Resource Department. Any questions regarding this position is to be directed to the Human Resource Department at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (1) of the Title VII of the Civil Rights Act of 1964, as amended.

The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.

All Interview notifications will be made by certified mail. It is your responsibility to notify HR if your mailing address and/or phone number changes.

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT BACKGROUND CHECKS ON ALL NEW EMPLOYEES. In accordance with Shoshone-Paiute Tribes' Resolution No. 95-SPR-135

Special Considerations: This position is subject to random drug testing and a background check as a condition of employment. This individual has access to sensitive Tribal and personal data. Additionally, this person periodically operates a Tribal vehicle (unless accepted under the provisions of the American Disabilities Act).

Summary of Functions: The Contract/Grants Representative is responsible for all grants and contracts operated by the Tribes, this includes the necessary reporting and securing funds when they need to be drawn. The position requires a working knowledge of each grant/contracts' specific requirements, how to file the reports and how to draw the funds from the granting agencies. In the budget coordinator capacity, this position is responsible for ensuring the funds are available before expenditures are incurred and that programs do not exceed their respective budget amounts. This position will coordinate with the program directors on establishing their annual budgets, work with the program managers on presenting their budgets to Council and be responsible for entering their initial budgets and/or budget modifications into the AccuFund accounting system.

Duties and Responsibilities:

1. Receive all grant/contract copies and file same in an organized manner.
2. Maintain all grant/contract binders.
3. Prepare and submit monthly or quarterly grant/contract reports as required by each grant/contract.
4. Maintain and file copies of each prepared monthly/quarterly report.
5. Prepare and submit for reimbursement monthly or quarterly requests for drawdown from the granting agencies.
6. Maintain and file executed copies of all requests for drawdown from the granting agencies.
7. Provide copies of all requests for drawdown from the granting agencies to the CFO. Provide draw documentation to GL Accountant at the time draw request is made so bank reconciliations can be performed. This draw documentation must indicate the amount of the draw and the program for which the draw was made, contract number and description.
8. Maintain communication with the General Ledger Accountant on the status of requested drawdowns to ensure receipt of funds.
9. Maintain communication with funding agencies to ensure all required reports and/or other submissions have been properly filed and received.
10. Maintain communication with program directors to ensure all required information has been received and the grants/contracts are in compliance with the program requirements.
11. Periodically review each grant/contract for their specific compliance requirements and visit the program to ensure they are in compliance with those requirements.
12. Periodically review each grant/contract financial statements to ensure they are in compliance with their budget.
13. Periodically review each grant/contract financial statements with the program director to determine if budget modifications are necessary.
14. Discuss grant/contract dates with program directors to determine if extensions are necessary to complete the terms and conditions of the grant/contract.

15. Discuss grant/contract dates with program directors to determine if applications need to be submitted to a new grant/contract.
16. Meet with program directors to discuss budget needs for the next fiscal year.
17. Work with program directors on developing their fiscal budgets.
18. Assist program directors on presenting their budgets to the Tribal Council.
19. Enter approved budgets into the AccuFund accounting system.
20. Enter approved budget modifications into the AccuFund accounting system.
21. Monitor budgetary amounts and inform program directors of deficiencies.
22. Deposit (at a minimum weekly) checks and/or money orders received by cash receipts for payments on various accounts – this is to maintain segregation of duties.
23. Maintain accurate logs of checks deposited for bank reconciliation purposes.
24. Reconcile the cash drawer on a daily basis, identifying any discrepancies immediately.
25. Work with program managers on understanding their financial statements and their reporting requirements.

Minimum Qualifications:

1. Must be a high school graduate or successful completion of GED Program. However, a certificate, advanced education or experience in the field of accounting will be given preference
2. 3 years minimum experience in a Financial setting
3. A demonstrated ability to read and interpret complex regulations and explain them in plain language.
4. Effective communication skills is a must.
5. Must be detail oriented.
6. Valid Driver's License. Must be insurable with the Tribes' insurance carrier.

Preferred Qualifications

1. Preferred knowledge of Federal and State grant reporting systems, with an understanding of these principles, terms, and practices of Federal and State Grants administration and compliance.
2. Ability to independently initiate, plan, coordinate multiple projects ranging from the routine to the more complex.
3. Ability to develop positive working relationships with coworkers, Tribal administration, staff of grantor Federal & State agencies and the general public.
4. Associates or Bachelor's in Finance or similar preferred but not required