



THE COQUILLE INDIAN TRIBE

Complete application packet should comprise of:

- Cover Letter
- Coquille Tribe Employment Application

Job Title: BUDGET AND GRANT COMPLIANCE SPECIALIST
Department: Finance
Reports to: Accounting Manager
FLSA Status: Non-Exempt – Full Time
Salary Grade: \$20.95-34.04
Location: Coos Bay/North Bend

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance. Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

JOB SUMMARY OF MAJOR FUNCTIONS

Under the direct supervision of the Accounting Manager, responsible for the financial management and compliance of all external funding agreements with the Tribe, including grants, contracts and compacts. This position also monitors and maintains approved budgets to ensure budget compliance and proper allocation of revenues and expenditures.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Create, organize and maintain grant files for each funding agreement containing all necessary financial management information, including proposals, applications, award documents and amendments, budgets, correspondence, reports, contact persons, etc.
2. Administer grant receivables to ensure accurate accounting of amounts owed and collected; initiate draw-down or payment requests in a timely manner to ensure that grant expenditures are promptly reimbursed.
3. Manage and coordinate the grant reporting process to ensure that all required reports are complete, accurate and submitted to funding agencies on time; prepare and submit all required financial reports; monitor the submission of required performance and progress reports by program managers.
4. Act as a liaison between the Tribe and external funding agencies to facilitate communication, troubleshoot problems that may arise during grant implementation, and ensure that the Tribe satisfies all grant requirements; assist external auditors with information requests; monitor sub recipients (if applicable).
5. Keep abreast of and maintain proficiency in all Federal and other regulations that pertain to the financial management of funding agreements (e.g., 2 CFR Part 200); attend trainings as necessary.
6. Monitor internal control processes for grant compliance and recommend policies and procedures as necessary to ensure compliance with award requirements.
7. Facilitate the grant application process with Tribal staff and outside consultants and review budgets for grant applications, as necessary.
8. Prepare the Schedule of Expenditures of Federal and Other Awards for the annual audit report.
9. Input approved budgets and budget modifications in the Tribal accounting system in a timely manner; assist with the preparation and submission of grant budget modifications, if required, during grant implementation.

10. Review all expenditures and obligations for proper account coding, budget availability, consistency with program goals, and allowableness under Federal and Tribal laws and regulations.
11. Manage the monthly close-out process and prepare budget to actual reports from the accounting system in a timely manner for distribution to appropriate Tribal managers. The monthly close-out process includes:
 - a. Review posted transactions and prepare adjusting entries to correct errors, as necessary,
 - b. Record standard journal entries,
 - c. Allocate indirect costs in accordance with the current approved indirect cost rate agreement,
 - d. Record adjustments to grant receivables and unearned revenues based on grant expenditures incurred, and
 - e. Provide managers with advance warning if spending levels trend toward exceeding approved budgets or underspending grant budgets.
12. Review payroll information to ensure proper allocation of wage costs and post payroll data obtained from outsourced payroll processor to the general ledger.
13. Maintain level of competence in payroll to provide back-up and research wage allocation data, if necessary.
14. Maintain proficiency in accounting, spreadsheet and other software essential for performing job duties.
15. Perform other duties as assigned.

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

PHYSICAL REQUIREMENTS

Requires the ability to communicate orally, repetitive movement of the wrists, hands and/or fingers, often requires walking, standing, sitting for extended periods of time, raising or lowering objects, stooping and occasionally requires lifting up to 50 pounds. Will often be required to travel by automobile, commercial or private carrier. Local travel is frequently required, statewide and national travel is occasionally required. The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Excellent oral and written communication skills with strengths in team building, and cooperative problem solving. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and emotional situations.
2. Ability to foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the Coquille Indian Tribe.
3. Working knowledge of accounting principles.
4. Ability to make decisions independently in accordance with established policy and procedures.
5. Ability to exercise excellent organization, time management, analytical and problem solving skills.
6. Must have acute attention to detail and demonstrate effectiveness in managing multiple work assignments simultaneously, often under strict deadlines. Work accuracy is essential. Works independently, shows initiative and takes ownership of all projects and assignments to achieve positive results.
7. Be computer literate. Exhibit a level of computer literacy sufficient to use software such as word processing, spreadsheets, and databases to produce correspondence, documents, and reports.
8. Ability to work with mathematical concepts such as basic arithmetic.
9. Ability to work cooperatively with other departments to accomplish assigned tasks; ability to develop good working relationships with other departments in the organization.

MINIMUM QUALIFICATIONS

- A. Associate degree in accounting or a related field required with a minimum of 5 years of accounting experience OR an equivalent combination of education and experience required.
- B. Preference given for work experience in tribal government accounting or fund accounting.
- C. Understanding of accounting systems and controls, experience working with a complex chart of accounts, and knowledge of budgeting is required.
- D. Familiarity with grant management and Federal regulations pertaining to grant administration is required.
- E. Ability to travel, as directed, to attend meetings and trainings.
- F. Current and valid Oregon driver's license in good standing with no insurability issues from the Tribe's insurance carrier.