



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: **Grant Accountant**
SUPERVISOR: Accounting Supervisor
LOCATION: Tribal Offices
POST DATE: August 9, 2018
CLOSING DATE: August 23, 2018

General Description: The primary responsibility of this position is to ensure accuracy, reasonableness and expenditures are allowable and deemed appropriate within the specific grants and or contracts assigned to them.

Qualifications: An Associate Degree in Accounting is required. A Bachelor's Degree in Accounting is preferred. Substitution among experience, education, certification, and other relevant qualification may be considered.

Salary: \$17.00-\$19.00 Per Hour/ Dependent upon qualifications.

How to Apply: Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be requested via phone or email and are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department
P.O. Box 67
Lac du Flambeau, WI 54538
715-588-3303
Email: hr@ldftribe.com

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians
Nonexempt Position Description**

A. TITLE OF POSITION: Grant Accountant

B. DEPARTMENT: Accounting

C. SUPERVISOR'S TITLE: Accounting Supervisor

D. DESCRIPTION OF DUTIES: The primary responsibility of this position is to accuracy, reasonableness and that expenditures are allowable and deemed appropriate within the specific grants and or contracts assigned to them. Specific responsibilities include but, are not limited to the following:

1. Effectively communicate with Program Managers, Tribal Administration, accounting Supervisor, CFO and Compliance Officer regarding contract documents, contract modifications, approvals, and any additional grant/contract concerns.
2. Establish and maintain accurate & updated grant/contract files. Maintain list of contracts/grants with basic award information, including new awards.
3. Analyze each of the grant/contract budgets on a monthly basis. (Examples are, but not limited to)
 - Compare budget to actual and follow up with managers if necessary.
 - Understand and monitor the guidelines, limitations, and objectives of each separate grants/contracts to ensure compliance within the grant is maintained.
 - Review Requirements for possible in-kind (cash) match requirement and obtain pertinent necessary documentation & prepare journal entry & submit to Accountants.
 - Ensure compliance requirements/restrictions are met within each grant.
 - Adheres to the specific reporting requirements of each specific assigned grant.
4. Meets regularly with Program Managers in conjunction with and as deemed necessary by the Grant Compliance Officer.
5. Ensure all specific grant budgets are in place and entered into the Accounting software system.
6. Reviews and approves assigned grant/contract budget modifications and new grant applications submitted through the yellow sheet process.
7. Assist Program Managers, Accounting Supervisor, CFO and/or Administration in General Fund Budget preparation.
8. On a monthly basis work with other Grant Accountant and Grant Compliance Officer to ensure processes are followed that comply with the grant revenue reconciliation and other related monthly close out procedures/processes as necessary and developed.
9. Review contract with grant manager at least 6 months prior to close of the grant period.

10. Prepares for annual audit to include but not limited to:
 - Prepare accurate journal entries to record grant funds receivables & unearned revenues.
 - Maintains the SEFA (schedule of expenditures of federal awards) for year-e audit requirements.
 - Analyze programs at the end of the year and prepare any necessary journal entries in conjunction with the manager.
 - Prepares year end lease schedule.
11. Review invoices and contracts submitted for accuracy and reasonableness, etc.
12. Reviews and periodically approves all grant/contract job postings, COLA (performance reviews), LTE contracts and payroll status change documents for accuracy. Follows created checklist. Grant Compliance Officer or Acctg. Supervisor will approve.
13. Prepares Treaty fish Employees 1/4 y reports for review and approval by the Acctg. Supervisor or Payroll Manager. Submits for payments.
14. Maintain BIA trust accounts and provide monthly journal entries to the accountants.
15. Assist in other areas of the department as need and necessary
16. Acts as back up for all grant agency draw downs and ensures timeliness and accuracy.
17. Maintains Master spreadsheet with accurate and pertinent grant information.
18. All other duties as assigned.

E. POSITION RELATIONSHIPS:

1. **Internal:** Occasional contact with program manager and supervisors from applicable programs.
2. **External:** Continuous contact with outside grant funding agencies.

Position Responsibilities:

- **Planning And Scheduling:** Is responsible for own work activities.
- **Budgeting and Forecasting:** Develops and forecasts budgetary needs for specific grants and contracts under their management.
- **Responsibility for establishing objectives, goals, policies or standards** for review by the Accounting Supervisor and or Tribal Administrator.
- **Impact of decisions:** Accounting staff are expected to address any and all questionable expenditures that may result in a serious negative impact and/or credibility of the Lac du Flambeau Band of Chippewa Indians, as unnecessary activity may expose the organization to litigation activities. Any intentional or non -intentional disclosure of confidential information will be grounds for termination.

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: Performs job responsibilities receiving direction and supervision from the Accounting Supervisor.

H. EDUCATION: An Associate Degree in Accounting is required. A Bachelor's Degree in Accounting is preferred. Substitution among experience, education, certification, and other relevant qualification may be considered.

I. EXPERIENCE:

- Three years of state and/or federal contracting experience.
- A minimum of three years of supervisory experience is required.
- Must have a minimum of two years' experience in the following computer software programs: Microsoft Word, Excel, or other related software.
- Electronic reporting is highly desired: ASAP, Smart link, E-LOCCS, OJP, GPRS, CORE, CARS, PMS/OLDC, etc.

J. SKILLS:

- Must possess excellent oral and written communication, mathematical, interpersonal, management, organizational, time management, customer service, and conflict resolution skills.
- Proven ability to multi-task and produce accurate results.
- Must be proficient with personal computers, word processing, spreadsheets, and other accounting related software.
- Must handle confidentiality with tact and diplomacy.
- Maintain absolute confidentiality.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** Majority of responsibilities are performed in a normal office environment.
2. **Exposure to Hazards:** May be exposed to situations where spills, wet floors or associates behaviors may create undesirable conditions.
3. **Physical Requirements:** Sitting, walking and keyboarding for extended periods of time is required. Occasionally must be able to lift up to 20 pounds.

L. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Grant Accountant to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that may tarnish the name or reputation of the tribe will not be tolerated and will be subject to disciplinary action.

Service

- Attendance record indicates consistency in being on the job and punctual.
- Neat and professional appearance.
- Cooperative and willing to help in any way to provide good customer service.
- Respect the dignity of each co-worker and customers.
- Must be friendly and cheerful.
- Ability to complete all necessary record keeping within a designated amount of time.

Presence

- Respect the right to privacy for customer.
- Maintain strict/absolute confidentiality and trustworthiness.
- Cooperates with co-workers.
- Listens attentively to concerns and responds with a positive approach.

- Recognize conflict, understand appropriate methods to address/resolve conflict; including one-on-one or seek assistance from supervisor or other key staff.

M. OTHER: Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians. Must attend all mandatory meetings and participate in the training of the departmental policies and procedures.

Communications

- Verbal communication with Accounting Supervisor or designee to report accurate message and information.

Time and Work Management

- Complete daily work assignment within an appropriate time frame
- Organize and maintain filing system.
- Demonstrate flexibility in response to unexpected changes in work volume, emergencies, staffing or scheduling changes.

Professionalism

- Seeks ways to improve knowledge and skills through continuing education.
- Promote a cohesive environment and interact effectively and professional with peers and other department personnel.
- Maintain absolute confidentiality.

N. SIGNATURES:

Employee

Date

Manager

Date

Tribal Administrator **Date**