



## TRIBAL PERSONNEL DEPARTMENT

# JOB ANNOUNCEMENT

**JOB TITLE:** Grant Accountant  
**SUPERVISOR:** Accounting Supervisor  
**LOCATION:** William Wildcat Tribal Building  
**POST DATE:** March 5, 2018  
**CLOSING DATE:** Open until Filled

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**General Description:** The primary/overall responsibility of this position is to ensure the accuracy, allowability, allowcability, reasonableness and necessary expenditures are deemed appropriate for each of the specific assigned grants. Monitor financial system for these specific grants.

**Qualifications:** Associate Degree in Accounting is required. A Bachelor's in Accounting is preferred. Substitution among experience, education, certification and other relevant qualifications 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 located via website [www.ldftribe.com](http://www.ldftribe.com) or 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](mailto: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/overall responsibility of this position is to ensure the accuracy, allowability, allowcability, reasonableness and necessary expenditures are deemed appropriate for each of the specific assigned grants. Monitor financial system for these specific grants. Specific position responsibilities include but, are not limited to the following:

1. Effectively communicate with Program Managers and or Tribal Administrator regarding contract documents, contract modifications, approvals, and any additional contract concerns.
2. Establish and maintain accurate and updated grant/contract files. Maintain list of grants/contracts with basic award information, including new awards.
3. Analyze each of the assigned 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 accuracy, allowability restrictions, allowcability, reasonableness and necessary expenditures are met within each grant
  - Obtain documentation and prepare necessary journal entries for Tribal Matching Share and/or Tribal-In-Kind contributions for assigned programs as needed
  - Adhere 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. Ensures that 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 thru the Yellow Sheet process
7. Assist Program Managers, Accounting Supervisor, CFO and /or Administrator in the 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 the close of the grant period.
10. Prepares for annual audit to include but not limited to:
  - Prepare accurate journal entries to record grant funds receivable & unearned revenues
  - Assist in the preparation of the SEFA (Schedule of Expenditures of Federal Awards) for yearend audit requirements
  - Analyze specific assigned grant programs at year end and prepare any necessary journal entries in conjunction with the manager
11. Review invoices and contracts submitted for accuracy and reasonableness, etc.
12. Ensure all agency funds are drawn-down and received in a timely manner
13. Performs 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:**

1. **Planning and Scheduling:** Is responsible for own work activities.
2. **Budgeting and Forecasting:** Develops and forecasts budgetary needs related to specific programs they monitor for the approval of the Accounting Supervisor. Assists in annual General Budgeting Process.
3. **Responsibility for establishing objective, policies, or standards:** May be responsible for standard procedures for specifics within job functions.
4. **Impact of Decisions:** Accounting Staff are expected to address any and all questionable expenditures that may result in a serious negative impact of the credibility of the Accounting Department of the Lac du Flambeau Band of Lake Superior 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:**

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

**I. EXPERIENCE:**

1. Three years of state and/or federal contracting experience.
2. A minimum of three years of supervisory experience is required.

3. Must have a minimum of two years' experience in the following computer software programs: Microsoft Word, Excel, or other related software.
4. Some Knowledge of Electronic reporting and draw down systems is highly desired: ASAP, Smartlink, E-LOCCS, OJP GPRS, CORE, CARS, PMS/OLDC, etc.

**J. SKILLS:**

1. Must possess excellent oral and written communication, mathematical, interpersonal, management, organizational, time management, customer service, and conflict resolution skills.
2. Proven ability to multi-task and produce accurate results.
3. Must be proficient with personal computers, word processing, spreadsheets, and other accounting related software.
4. Must handle confidentiality with tact and diplomacy.
5. Must be able to interact in a professional manner

**K. WORKING ENVIRONMENT:**

1. **Work Conditions:** majority of responsibilities are performed in a normal office setting.
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 will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and is subject to disciplinary action.

**Service**

- Attendance record indicates consistency in being on the job and being punctual; these qualities are a necessity
- Neat and professional appearance
- Cooperative and willing to help in any way needed 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.

