



TRIBAL PERSONNEL DEPARTMENT

JOB TITLE: Grant Accountant
SUPERVISOR: Accounting Supervisor
LOCATION: William Wildcat Tribal building
POST DATE: August 29, 2019
CLOSING DATE: Open until filled

General Description: The primary/overall responsibility of this position is to ensure the accuracy, allowability, allocability, 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. Bachelor's degree preferred. Substitution among experience, education, certification, and other relevant qualifications may be considered.

Salary: \$17.00-\$18.00 per hour/dependent on qualifications.

How to Apply: Submit your application for employment and a notarized Release of Information by the deadline. Must also be willing to submit to a drug screen. Applications and detailed job descriptions can be obtained via Lac du Flambeau Tribal website 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

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, allocability, 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, Tribal Administration, Accounting Supervisor, CFO and Compliance Officer regarding contract documents, contract modifications, approvals, and any additional grant/contract concerns.
2. Establish & Maintain accurate & 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, allocability, reasonableness and necessary expenditures 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. 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 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 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
 - Prepares the SEFA (Schedule of Expenditures of Federal Awards) for yearend audit requirements with assistance from other Grant Accountant and Staff Accountants
 - Analyze specific assigned grant programs at year end 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 other Payroll Status Change documentation for accuracy. Follows created checklist. Grant Compliance Officer or Acctg. Supervisor will approve.
13. Prepares Treaty Fish Employees 1/4ly reports for review and approval by the Acctg. Supervisor or Payroll Manager. Submits for payment.
14. Maintain BIA trust accounts and provide monthly journal entries to the accountants
15. Assists in other areas of the department as needed 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.

F. SUPERVISORY RESPONSIBILITIES: None

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

H. EDUCATION: Associate degree in Accounting is required. Bachelor's degree is preferred. Substitution among experience, education, certification, and other relevant qualifications 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.

- 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:

Work conditions: Normal office environment

Exposure to hazards: May be exposed to situations where spills, wet floors or associate's behavior may create undesirable conditions.

Physical Requirements: Sitting, walking and keyboarding for extended periods of time is required. Occasionally lifting up to 20 lbs.

- L. BEHAVIOR:** The vision, goals, and objectives of the Lac du Flambeau band of 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.

- 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 assignments 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; e.g., conflict resolution, communication of concerns, positive problem resolution.
- Maintain absolute confidentiality.

M. OTHER: Demonstrate a strong commitment to cultural beliefs and values of Lac du Flambeau Band of Lake Superior Chippewa Indians and the governing Tribal Council. Practices cultural sensitivity at all times, recognizing the respective diverse work styles within the organization and the Lac du Flambeau community. 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.