



Tribal Personnel Department

JOB ANNOUNCEMENT

JOB TITLE: Grant Accountant

SUPERVISOR: Accounting Supervisor

POST DATE: June 29, 2022

CLOSING DATE: Open until filled

General Descriptions: The primary responsibility of this position is to manage the daily workflow activities of the accounting department staff.

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: 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
EXEMPT POSITION DESCRIPTION**

- A. TITLE:** Grant Accountant
- B. DEPARTMENT:** Accounting
- C. SUPERVISOR'S TITLE:** Accounting Supervisor/Chief Financial Officer
- D. DESCRIPTION OF DUTIES:** The primary responsibility of this position is to manage the daily workflow activities of the accounting department staff. Specific position responsibilities include but, are not limited to the following:
1. Effectively communicate with Program Managers, Tribal Treasurer and or Tribal Administrator regarding contract documents, contract modifications, approvals, and any additional contract concerns.
 2. Maintain contract folders for assigned programs/projects, with all appropriate documents.
 3. Set up new programs/projects and close-out when grant/contract is finished.
 4. Analyze monthly financial statement for accuracy and review to ensure that the program is within the budget.
 5. Obtain documentation and prepare necessary journal entries for Tribal Matching Share and/or Tribal-In-Kind contributions
 6. Prepares grant funds receivables, unearned revenues, fund balances and capital improvement entries.
 7. Analyze year-end programs/projects and prepare closing entries in coordination with Program/Project Manager.
 8. Provide year-end support for auditors including preparation of the Schedules of Financial Assistance spreadsheets.
 9. Review contract/grant application budgets for accuracy and financial limitations, prior to approval of the Administrator and Tribal Council.
 10. Review and approve /disapprove budget modifications as submitted by program managers.
 11. Files appropriate monthly/quarterly/annual agency financial reports via required paper or electronic reporting avenues.
 12. Ensure all agency funds are drawn-down and received in a timely manner.
 13. Discuss any questionable expenditure(s) with Program Manager, Accounting Supervisor and Compliance Officer.

14. Assist Program Managers and or Tribal Administrator in budget preparation
15. Track and maintain current year fixed assets in coordination with Property & Procurement.
16. Review, Monitor, Balance and oversight of the Bureau Contract Support funding.
17. Prepare Quarterly Reports and process payments for Treaty Fish Employees. Process year end W2's for same.
18. Reviews Edits Sheets as prepared by accounts payable staff for accuracy; i.e. Account #'s, vendor name, vendor addresses, \$ amount etc.
19. Reviews job position posting worksheets for accuracy prior to posting.
20. Performs all other duties as assigned

E. POSITION RELATIONSHIP:

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: Accounting Supervisor/Chief Financial Officer.

H. EDUCATION: An Associate Degree in Accounting is required. A Bachelors 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, Smartlink, E-LOCCS, OJP,GPRS &COPS GPRS

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.

