

Little Traverse Bay Bands of Odawa Indians

7500 Odawa Circle Harbor Springs, MI 49740

Tel: 231-242-1555 • Fax: 231-242-1565

hr@ltbbodawa-nsn.gov

Job Posting

Job Title: SR. STAFF ACCOUNTANT/GRANTS COMPLIANCE
Department: Accounting
Reports To: Controller/CFO
Status: Exempt
Salary Range: \$40,217-\$52,489
Level: 6
Open: February 3, 2012
Close: February 24, 2012

SUMMARY

Under the supervision of the Little Traverse Bay Bands Controller or CFO, monitors grants and contracts for compliance with applicable law, assists program managers with understanding financial information. Codes invoices for payment, prepares general journal entries. Prepares special financial and statistical reports and statements. Grants compliance, budget and contract management, reporting, interacting with department directors, staff and funding agency personnel, and oversight of administrative and operational grant requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING: other duties may be assigned.

- Prepares financial reports for program managers and grantor agencies, timely and accurately
- Provides specialized accounting for the maintenance, control, and reporting of revenues, expenditures, assets, liabilities, and equities, for specific programs as assigned.
- Assists with monthly bank reconciliation
- Prepares general journal and budget entries
- Monitors department compliance with budgets
- Prepared schedules and reconciliations necessary to assist with the annual audit
- Monitors compliance for all grant programs.
- Maintains detailed fixed asset records in accordance with Tribal Policy and regulations.
- Must be a team player willing to work well with others in the department to provide quality accounting services.
- Inform and advise management of conditions and status of establishment adherence to laws and regulations.

- Monitor paperwork connected with grant-funded programs. Assist department personnel in writing periodic reports to comply with grant requirements.
- Maintain master grant books on all grants.

QUALIFICATIONS

- Knowledge of OMB Circular A-102 (Uniform Administrative Requirements for Grants and Cooperative Agreements with State and Local Governments); 2CFR225 (Cost Principles of Federal Awards for Indian Tribal Governments); OMB Circular A-133 (Audits of States, Local Governments and Non-Profits Organizations) and A-133 Compliance Supplement required. Must be able to demonstrate knowledge.
- Grants Management Certification Required
- Prior grant funding accounting experience and working knowledge of Tribal and Federal Laws.
- Skills and experience in budget preparation and fiscal management.
- Strong analytical, organizational and communication skills required. Demonstrated ability to work utilizing a consistent exercise of discretion and independent judgment.
- Capable of supporting multiple tasks and projects simultaneously.

SUPERVISORY RESPONSIBILITIES

None

EDUCATION AND EXPERIENCE

Bachelor Degree in Accounting required, with a minimum of 5 years Governmental or Not for profit accounting experience required. Tribal governmental accounting principles and/or procedures experience desired.

COMMENTS:

Indian Preference will apply. Individual must be able to pass a criminal background investigation.