

## Little Traverse Bay Bands of Odawa Indians Job Posting

<b>Job Title:</b>	<b>Grants Compliance Officer</b>
<b>Department:</b>	Accounting
<b>Reports To:</b>	CFO
<b>Status:</b>	Exempt
<b>Salary Range:</b>	<b>\$51,814-\$68,966</b>
<b>Level:</b>	7
<b>Opens:</b>	<b>August 28, 2015</b>
<b>Closes:</b>	<b>September 18, 2015</b>

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### **SUMMARY**

Under the supervision of the Little Traverse Bay Bands CFO, monitors grants and contracts for compliance with applicable law, assists program managers with understanding financial information. Grants compliance, budget and contract management, reporting, interacting with department directors, staff and funding agency personnel. Oversight of administrative and operational grant requirements.

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

- Ensures required financial reports are filed timely and accurately with granting agencies.
- If directed by supervisor must help in the preparation of required financial reports.
- Will send Staff Accountants reminders of financial reporting requirements and will coordinate submission of required financial reports.
- Ensures required program reports are filed timely and accurately with granting agencies.
- Will send Program Directors reminders of programmatic reporting requirements and will coordinate submission of required programmatic reports.
- If directed by supervisor and requested by the Grants Department or Program Directors, attend trainings required by granting agencies.
- Attend trainings to stay abreast of Federal Reporting Requirements for granting agencies and coordinate and educate Staff Accountants and Program Managers on these requirements.
- Provide Program Managers with specialized information regarding grant goals, budgets, spending levels and documentation.
- Provide Staff Accountants with specialized information on potential purchases, allowable costs, grant budget periods and other related requirements for the maintenance, control, and reporting of revenues, expenditures, assets, liabilities, and equities for each grant program.
- Maintain master grant books on all grants.
- Officially performs the annual close out of each grant internally.
- Officially performs the Final Closeout of each grant with the granting agency.

- Prepares the Schedule of Expenditures of Federal Awards (SEFA) on an annual basis.

## **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 Formerly A-87); 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.
- Ability to respond effectively to complex inquiries from departments, granting agencies and regulatory agencies.
- Ability to understand, analyze, and interpret Federal laws, grantor guidelines, financial reports and legal documents.
- Capable of supporting multiple tasks and projects simultaneously. Must be a team player willing to work well with others in the department to provide quality accounting services.
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## **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. 3 years experience administering federal grants 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.