



Job Title: Budget and Grant Support Specialist
Department: Finance
Reports to: Accounting Manager
FLSA Status: Non-Exempt
Salary Grade: \$31.39 – \$43.45
Location: Coos Bay/North Bend

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance. Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

JOB SUMMARY OF MAJOR FUNCTIONS

The Budget and Grant Support Specialist is responsible for the financial management and compliance of all external funding agreements with the Tribe, including grants, contracts and compacts. This position also monitors and maintains approved budgets to ensure budget compliance and proper allocation of revenues and expenditures.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Reviews pre-award grant applications and supports the grant application process.
2. Manages post-award funding sources. Reviews budgets to ensure appropriate expenditures and accurate accounting of amounts owed and collected.
3. Manages and coordinates the grant reporting process to ensure that all required reports are complete, accurate and submitted to funding agencies on time; prepares and submits all required financial reports; monitors the submission of required performance and progress reports by program managers.
4. Keep abreast of and maintain proficiency in all Federal and other regulations that pertain to the financial management of funding agreements, including OMB uniform guidance for Federal awards (the Super Circular).
5. Monitor internal control processes for grant compliance and recommend policies and procedures as necessary to ensure compliance with award requirements.
6. Facilitate the grant application process with Tribal staff and outside consultants, as necessary; review budgets for grant applications; coordinate and oversee the grant application submission process.
7. Assist with preparing schedules, workpapers, and provide support for audits, monitoring, and other external reviews.
8. Inputs approved budgets and budget modifications in the Tribal accounting system; assists with the preparation and submission of grant budget modifications, if required, during grant implementation.
9. .
10. Assists with review of payroll information to ensure proper allocation of wage costs and posts payroll data obtained from outsourced payroll processor to the general ledger.
11. Maintains proficiency in accounting, spreadsheet and other software essential for performing job duties.

12. Provides excellent customer service to assist employees and Tribal members with questions and issues related to Finance.
13. .
14. Attends relevant training to maintain and improve knowledge and skills related to essential duties and responsibilities.
15. Perform other duties as assigned.

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

PHYSICAL REQUIREMENTS

Requires the ability to communicate orally, repetitive movement of the wrists, hands and/or fingers, often requires sitting for extended periods of time, raising or lowering objects, and occasionally requires lifting up to 25 pounds. Requires occasional standing and walking. Work is generally performed in an office setting.

. Will often be required to travel by automobile, commercial or private carrier. Local travel is frequently required, statewide and national travel is occasionally required. The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Excellent oral and written communication skills with strengths in team building, and cooperative problem solving. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and emotional situations.
2. Ability to foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the Coquille Indian Tribe.
3. Working knowledge of accounting principles.
4. Ability to make decisions independently in accordance with established policy and procedures.
5. Ability to exercise excellent organization, time management, analytical and problem solving skills.
6. Must have acute attention to detail and demonstrate effectiveness in managing multiple work assignments simultaneously, often under strict deadlines. Work accuracy is essential. Works independently, shows initiative and takes ownership of all projects and assignments to achieve positive results.
7. Be computer literate. Exhibit a level of computer literacy sufficient to use software such as word processing, spreadsheets, and databases to produce correspondence, documents, and reports.
8. Ability to work with mathematical concepts such as basic arithmetic.
9. Ability to work cooperatively with other departments to accomplish assigned tasks; ability to develop good working relationships with other departments in the organization.

QUALIFICATIONS

1. Associate's degree in Accounting or a related field required with a minimum of five (5) years of accounting experience OR a combination of formal education, training, and related work experience will be considered.

2. Preference given for work experience in tribal government accounting.
3. Understanding of accounting systems and controls, experience working with a complex chart of accounts, and knowledge of budgeting is required.
4. Familiarity with grant management and federal regulations pertaining to grant administration is required.
5. Ability to travel, as directed, to attend meetings and trainings.
6. Current and valid Oregon driver's license in good standing with no insurability issues from the Tribe's insurance carrier.