



Job Title: Senior Budget and Grant Support Specialist
Department: Finance
Reports to: Accounting Manager
FLSA Status: Non-Exempt
Salary Grade: \$35.15 – \$49.21
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. Provides finance input to the grant application process to ensure budgets are accurate, reflect the appropriate indirect cost rates, and are aligned with allowable uses for the grant.
2. Reviews all expenditures and obligations and prepares journal entries to ensure proper account coding, budget availability, consistency with program goals, and allowableness under Federal and Tribal laws and regulations.
3. Ensures that all grant financial reports (e.g. SF-425, draw reports) are complete, accurate and submitted to funding agencies in a timely manner.
4. Manages risk assessment, monitoring, and all other related compliance activities for pass-through awards to other entities.
5. Maintains proficiency in all Federal and other regulations that pertain to funding agreements, including OMB uniform guidance for Federal awards (the Super Circular).
6. Monitors internal control processes for grant compliance and recommend policies and procedures as necessary to ensure compliance with award requirements.
7. Prepares the Schedule of Expenditures of Federal and Other Awards.
8. Assists with preparing schedules, workpapers, and provides support for audits, monitoring, and other external reviews.
9. Provides excellent customer service to assist program managers.
10. Maintains proficiency in accounting, spreadsheet and other software essential for performing job duties.
11. Assists with training and reviewing work performed by others.
12. 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. The 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. Bachelor's degree in accounting or a related field required with a minimum of five years of accounting experience OR an equivalent combination of education and experience required.
2. Understanding of accounting systems and controls, experience working with a complex chart of accounts, and knowledge of budgeting is required. Preference given for work experience in tribal government accounting.
3. Familiarity with grant management, federal regulations (i.e. 2 CFR 200), preparing schedules and otherwise supporting the completion of single audits is required.
4. Ability to travel, as directed, to attend meetings and trainings.
5. Current and valid Oregon driver's license in good standing with no insurability issues from the Tribe's insurance carrier.