



JOB DESCRIPTION

**Bishop Tribal Council
Bishop, California**

Position: Grants Accountant
Department: Fiscal Department
Supervised by: Controller
Pay Rate: T-9 \$24.72 - \$34.61/Hr. (\$51,417.60 - \$71,988.80)
FLSA: Non-Exempt, Regular Full-time

General Duties: Under the direction of the Chief Financial Officer, or designee, the Grants Accountant provides technical accounting, budget and other administrative support for contract and grant programs of the Bishop Paiute Tribe, including monitoring, tracking, and maintaining current draw down of funds. Prepare/track required internal and external administrative and financial reports.

Responsibilities:

- Provide advanced and technical accounting support work, involving varying fiscal years, for the Bishop Paiute Tribe and its grant-funded programs.
- Monitor, analyze and prepare reports on the financial transactions and accounting for programs funded by Federal, state, and local grants and allocations.
- Monitor fiscal compliance by subcontractors and sub-recipients with various reporting periods.
- Track revenues and expenditures by funding source and/or subcontract. Reconcile grant and program financial statements for submittal to the Fiscal Office by fund which may include many different grants.
- Work closely with department staff, Fiscal Office, Administrative officials, and Federal, state, and local governmental agencies.
- Report financial grant information from a variety of revenue sources with many element codes. Prepare a variety of reports, statements, records, analyses, and financial compilations for Federal, state, and local regulatory agencies with various reporting periods according to specifications and program needs. Prepare grant close-outs and required reports.
- Track administrative, narrative, and progress reports of grant-funded programs and submit a consolidation of all required reports to the funding agencies.
- Track due dates and prepare reports for grantor agencies, verify invoices for allowable costs, and prepare grant requests for reimbursement or advances as allowable by the funding agency and directed by the department.
- Review financial transactions prior to submittal to ensure compliance with the appropriate use of grant funds as set forth by the funding agency and applicable laws, regulations, and policies.
- Assist in recommending and implementing grant administrative and fiscal reform, both in department systems and financial compliance reporting systems.
- Calculate and execute electronic and manual fund transfers from grantor financial institutions to the Bishop Paiute Tribe bank accounts. Establish and use record keeping procedures, manually and through on-line data entry and wire transfer systems.

- Establish and maintain a schedule detailing deadline and key dates for grant reporting (financial and administrative) and update the schedule regularly for use and distribution to the Bishop Paiute Tribe programs and officials.
- Assist in the closing of grants as required to ensure that all federal requirements for grant closings are followed, primarily that all reporting requirements are complete and that all funds are properly received and accounted for.
- Assist with annual audit and SEFA preparation and reconciliations.
- Provides excellent customer service, technical assistance, or referral services to the Bishop Paiute Tribe Departments.
- Assist in developing program budgets; post budget modifications; monitor expenditures against budget no less than monthly and communicate with program Directors.
- Monitor Grant drawdowns & ensure appropriate funds are drawn down as expended.
- Reconcile drawdowns posted to accounting system & agency websites and remaining available funds.
- Performs other related duties as assigned.

Competencies: To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- Time Management—prioritizes and plans work activities, uses time efficiently and develop realistic action plans.
- Decision Making - identifies and resolves problems in a timely manner and gathers and analyzes information skillfully to make the responsible decision.
- Oral communication—speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings.
- Detail Oriented—demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- Adaptability—adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- Reliability—is consistently at work and on time, follows instructions, responds to management’s direction and solicits feedback to improve performance.
- Organized—keeps clean and organized workspace and projects. Motivated—inspires self and others to get the job done and follow through on tasks.

Experience and Education:

- A Bachelor’s degree or the equivalent, in accounting, finance, business administration or a related field from an accredited college or university supplemented with at least two (2) years’ experience in local, state or federal government with direct exposure to grant reporting and/or compliance; or six (6) years of progressive accounting experience, at least two of which are directly related to grant accounting; or any combination of training and experience that would provide the required knowledge, skills and abilities will be considered.
- Proficient in Microsoft Office Suite, accounting software (such as MIP & Microix) and related business software is preferred.
- Effective presentation, written and verbal communication skills.

Other Requirements:

- Ability to work independently and as a team with minimal amount of supervision.
- Must possess a valid Drivers’ License and insurable with company insurance.
- CPR certified or certified within three months of hire.
- Must be sensitive and possess an awareness and keen appreciation of Indian traditions, customs, and socioeconomic needs of the Indian community.
- Must comply with the Bishop Paiute Tribe’s COVID-19 Policy

Signatures

This job description has been approved by all levels of management:

Manager: _____

HR: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ Date: _____

Indian Preference: Native American Indian preference shall apply pursuant to the prevailing Bishop Tribal Employment Rights Ordinance and the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.