



JOB DESCRIPTION

Bishop Paiute Tribe
Bishop, California

Position: Grants Administrator
Department: Fiscal
Supervised by: Controller or designee
Pay Grade: E5 \$68,440.00-\$95,816.00 DOQ
FLSA: Full-Time; Exempt

Position Summary: Under the direction of the Controller, or designee, the Grants Administrator 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.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Job Duties:

- 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.
- Regulatory and management accounting for internal and external users including the management team, the Tribal Council and external auditors.
- Assist in ensuring the accuracy of fiscal department postings. Then perform reconciliation and maintain multiple general ledger accounts.
- Assist with annual budget process, perform budget upload to MIP and Microix and then monitor budgets for under/over account activity.
- Assist, prepare and maintain accounting system-generated financial reports for auditors prior to and during the annual audit before, during and after the field work for the audit is performed.
- Assist in preparation of financial reports for the department managers, CEO/Tribal Administrator and Tribal Council.
- Prepare and submit required grant reports to funding agencies and communicate with department heads on all fiscal related issues to their specific grants/programs.
- Prepare sub-recipient invoices from monthly financial activity for reimbursement.
- Complete monthly bank reconciliations.
- Approve all invoices and purchase orders in Microix.
- Performs other related duties as assigned.

Education and Experience:

- 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 have the ability to work with people from diverse cultures, ethnic and socio-economic backgrounds and possess a basic knowledge of Native American communities and always maintain cultural sensitivity.
- Must comply with the Bishop Paiute Tribe's organizational policies.

Indian Preference:

Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 (as amended on June 28, 2012) and the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.

Competencies:

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

- *Decision Making*—the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully to make the responsible decision.
- *Interpersonal Skills*—the individual maintains confidentiality, remains open to others' ideas and exhibits willingness to try new things.
- *Analytical Skills* – the individual must have the ability to analyze and solve both complex and uncomplicated problems and make decisions that are sensible, reasonable and easy to understand.
- *Communication*— must possess excellent oral and written communication skills, organizational, problem-solving, and analytical skills for effective communication.
- *Customer Oriented* – the individual delivers excellent service to both internal and external customers in a friendly and courteous manner.
- *Time Management*—the individual prioritizes and plans work activities, uses time efficiently and develop realistic action plans. Ability to manage multiple tasks and discern priorities.
- *Detail Oriented*—the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- *Adaptability*—the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- *Reliability*—the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
- *Organized*—the individual keeps clean and organized workspace and projects.
- *Technology Skills* – Operates various word-processing, spreadsheets, MIP and database software programs in a Windows environment.
- *Motivated*—the individual inspires self and others about them to get the job done and follow through on tasks.

Physical Demands/Work Environment:

Work is generally performed in an office setting and occasionally in an outdoor environment. Evening and/or weekend work may be required. Tight time constraints and multiple demands are common. Travel may be required for training, meetings, conferences, presentations, and other events. While performing the duties of this job, the employee is required to stand, walk and sit; use hands to finger, handle, or feel; reach with hands or arms; and talk or hear. The employee occasionally is required to climb or balance; stoop, kneel, crouch or crawl. The employee may occasionally be required to lift and/or carry up to 50 lbs.

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:* _____