

Pit River Tribal Office
36970 Park Ave
Burney, CA 96013
www.pitrivertribe.org



Human Resources Dept.
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Ajumawi • Aporige • Astariwi • Atsugewi • Atwamsini • Hammawi • Hewisedawi • Illmawi • Itsatawi • Kosealekte • Madesi

Agnes Gonzalez
Tribal Chairperson

Mickey Gemmill Jr.
Tribal Vice Chairman

Tracy Eleck
Tribal Secretary

Brandy McDaniels
Tribal Treasurer

Charles White
Tribal Administrator

Position Description

Position Job: Grants/Contracts Compliance Specialist
Department: PRT Finance
Reports To: Chief Financial Officer
Status: Non- Exempt Fulltime Permanent
Salary Range: \$19.00-\$25.00/HR DOE

SUMMARY: Under direct supervision of PRT CFO, the incumbent performs administrative duties in support of Tribal Grants/Contracts compliance. Employee will work with various programs throughout the lifecycle of an award. The incumbent will be responsible for familiarizing themselves with the specific terms and conditions of each award, funder rules and regulations and the Pit River Tribe's Grants & Contracts Policy & Procedures. The incumbent will be responsible for maintaining both the electronic and hard copy grant/contract filing system. Incumbent will work with the CFO to develop individual grant monitoring plans, corrective action plans, reconcile expenditures in accordance with federal cost principles, as well as, provide administrative assistance to the Directors and Coordinators responsible for the grants and contracts in both post-award and closeout phases including budget monitoring, data base management, reporting and reconciliations (Indirect costs, match, and expenditures).

DUTIES AND RESPONSIBILITIES:

- Accountable for assisting in the maintenance of all contracts/grant award files and official records related to the administration of each award.
- Maintains the Grants Management data base, spreadsheets, and DocStar electronic filing system.
- Ensure all sub-grants are reported to the federal government under the Federal Financial Accountability and Transparency Act (FFATA).
- Assists CFO and Tribal Administrator in monitoring grant and contract compliance with grantor funding and contract requirements by maintaining monthly calendar of reports due.
- Develops and maintains reporting requirement alerts to Program managers.
- Assists in preparing accurate and timely quarterly, annual, or other financial reports as required by each contract/grant to meet reporting requirements.
- Reviews for accuracy and mathematical calculations, all budget modifications and forwards them to the CFO and TA for approval.
- Assists CFO in developing monitoring plans for individual grants and in accordance with the federal CFDA Compliance requirements.
- Generates reports and accounting functions as requested by the CFO and TA for programmatic and Council use.

- Attend meetings pertaining to grants and keeps abreast of grant regulations.
- Provides accounting and office assistance to CFO as needed, including daily log of contract/grant official documents and daily stamping of all contract/grant paperwork, filing.
- Assists CFO in developing or researching training for program managers on best practices for grant maintenance
- Work with CFO, TA and individual Directors/Coordinators during Closeout Phase in performing reconciliations, tracking and documentation, sub-grant monitoring requirements.
- Update Grants & Contract Compliance Policy & Procedures, as needed.
- Assist CFO and TA during internal reviews, and site views.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

- Four years of college coursework in business, accounting, finance, public administration, or related fields of study
- Four years of related professional experience in accounting, compliance, grants and administrative experience.
- Possess communication and technical skills in interpreting and communicating grant documents, budget modifications, grantor regulations, tribal financial procedures, and records management.
- Must possess knowledge of the principles, methods, and practices of accounting GOP, office filing systems and records management.
- Requires ability to extract and compile information.
- Must be able to operate adding machines and computerized systems.
- Working knowledge with MS Office applications.
- Ability to establish and maintain effective working relationship with tribal officials and fellow employees.
- Prefer technical experience in working with federal and /or tribal contracts and grants.
- Knowledge in OMB Circulars A-87, A-133, and the Uniform Administrative Requirements.
- Prefer experience in working with a tribal or government program.
- Experience in working with federal and/or state grant management systems. (such as, GMS)

EDUCATION/EXPERIENCE: AA or Bachelor’s Degree preferred with Contracts compliance experience. An equivalent combination of education and related experience will be considered.

LANGUAGE SKILLS: Ability to read, analyzes, and interprets the most complex of documents, such as technical journals, financial reports and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information in one-on-one and small group situations.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals, and work with mathematical concepts such as probability and statistical inference.

REASONING ABILITY: Ability to define problems collects data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS:

While performing the duties of this job, the Team Member is regularly required to talk, hear and push, pull or lift up to 10 lbs. The Team Member is also regularly required to stand; walk; sit; and use hands to finger,

handle, or feel objects, tools or controls. The Team Member is occasionally required to reach with hands and arms, and to sit; climb or balance; and stoop, kneel, crouch or crawl. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The Team Member is regularly exposed to risk of radiation (from computers), as a great deal of the workday is spent working on spreadsheets or inputting data into the computer system. The noise level in the work environment is usually moderate. May be required to work in a smoking environment on an occasional basis.

Indian Preference: Preference will be given to qualified Native American's under the Federal Indian Preference Act (43 CFR 17.3 (d)). Applicants claiming Indian Preference must submit verification of Indian certification by tribe or affiliation or other acceptable documentation of Indian heritage.

Equal Opportunity Statement: The Pit River Tribe is an Equal Opportunity Employer and is committed to providing a workplace environment free of discrimination. The Tribe will not hire, discharge, or in any other way discriminate against an employee in compensation, working conditions or any other terms or benefits of employment because of the employee's race religion, color, national origin, sex, age, citizenship, ancestry, physical or mental disability, medical condition, marital status, sexual orientation, or any other non-merit factor. The Tribe shall, however, exercise a policy of Tribal Indian preference as provided in Personnel Policy No. 3 – Recruitment and Hiring.

Knowledge of Pit River Tribe: this position requires an awareness and deep appreciation of the Pit River Tribe Indian Tradition, customs and socioeconomic need. It requires the ability at all times, to meet and deal effectively in contacts with Indian people and organizations. This requires tact, courtesy, confidentiality, discretion, resourcefulness and good judgment in handling sensitive issues.

Other duties as assigned: The Pit River Tribe (PRT) position description is a management tool to help organize duties and provide employees with the employer's expectations with regard to the specific job classification. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is a reasonable assignment for the position.

Contact:

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