
LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS

HUMAN RESOURCES

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POSTED: OCTOBER 28, 2020

DEADLINE: UNTIL FILLED

JOB DESCRIPTION

POSITION: Grant Accountant

DEPARTMENT: Accounting

REPORTS TO: Director of Finance

LOCATION: Tribal Offices

EMPLOYMENT: (2) Full-time

SALARY: TBD

DESCRIPTION: The primary/overall responsibility of the Grant Accountant position is to ensure the accuracy, allowability, allocability, reasonableness and necessary expenditures that are deemed appropriate for each of the specific assigned grants. The Grant Accountant will monitor financial systems for these specific grants.

DUTIES AND RESPONSIBILITIES:

1. Effectively communicate with Program Directors, Tribal Administration, Accounting staff, CFO and Grant Compliance Officer regarding contract documents, contract modifications, approvals, and any additional grant/contract concerns.
2. Establish and maintain accurate and updated grant files along with list of grants/awards, with basic award information including new awards.
3. Analyze each of the assigned grant/contract budgets on a monthly basis, examples are but not limited to:
 - a. Compare budget to actual and follow up with managers if needed.
 - b. Understand and monitor guidelines, limitations, and objectives of each grant/award to ensure compliance with each grant is maintained.
 - c. Review requirements for possible in-kind(cash) match requirement and obtain pertinent necessary documentation and prepare journal entries to submit to Accountants.
 - d. Ensure accuracy, allowability restrictions, allocability, reasonableness and necessary expenditures are met within each grant.
 - e. Adheres to the specific reporting requirements of each specific assigned grant.
4. Meets regularly with Program Directors in conjunction with and as deemed necessary by the CFO and/or Tribal Treasurer.

5. Ensures that all specific grant budgets are in place and entered in the accounting software system.
6. Reviews and approves assigned grant/contract budget modifications and new grant applications.
7. Assist Program Directors, Accounting Supervisor, CFO and/or Administration in Budget preparation.
8. On a monthly basis, work with Grant Compliance to ensure processes are followed that comply with the grant revenue reconciliation and other related monthly close out procedures/processes as necessary and developed.
9. Review contract with grant manager at least 6 months prior to the close of grant.
10. Prepares for annual audit but not limited to:
 - a. Prepare SEFA for year end with assistance from Accounting Staff.
 - b. Analyze grant programs at year end and prepare any necessary journal entries.
 - c. Prepare year end lease schedule.
11. Reviews and prepares necessary financial reporting requirements for each grant.
12. Assist in other areas of the department as needed.
13. Maintains master grant spreadsheet with accurate and pertinent grant information.
14. Prepares and performs grant drawdowns on a regular basis.
15. All other duties as assigned.

MINIMUM QUALIFICATIONS:

- Associate degree in Accounting
- Minimum of three years of financial grant experience

PREFERRED QUALIFICATIONS:

- Bachelors degree in Accounting
- Three years plus of supervisory experience
- Tribal financial accounting experience
- Knowledge of Electronic reporting and draw down systems such as ASAP, E-LOCCS, GPRS, PMS

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position

Lac Vieux Desert Band of Lake Superior Chippewa – Our Mission: To provide a better life for this generation, the opportunity for successive generations to carry on, and to provide the basis for Native American self-sufficiency among its constituency and all native peoples – today and always.

Date Approved by the Tribal Council: Wednesday, December 18, 2019

Lac Vieux Desert Band of Lake Superior Chippewa Indians

Human Resources Department

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