



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

Human Resources Department

PO Box 279 La Push, WA 98350
(360) 374-4367 Fax (360) 374-4368



JOB TITLE: Grants and Contracting Officer
ORGANIZATION: Tribal Government Indirect Staff
SUPERVISOR: Accounting Department Manager
SALARY RANGE: DOQ
CLOSING DATE: Until Filled

DUTIES AND RESPONSIBILITIES:

Monitors and reports activities concerned with grants and contracts, purchases of equipment, materials, products and services. Examines estimated material, equipment and program costs, performance requirements, and schedules to ensure completeness and accuracy. Formulates and coordinates procurement policies and programs. Coordinates activities of personnel engaged in formulating proposals. Evaluates contract performance to determine necessary amendments or extension of contracts. Analyzes price proposals and financial reports. Arbitrates claims or complaints occurring in performance of grants and contracts.

Responsibilities include coordination, record management and retention and compliance with Federal Government rules and regulations. The Contracting Officer has responsibility for establishing and maintaining a management reporting system for all grants and contracts compliance including financial reporting schedule to the program directors and the Accounting Department Manager.

This position will install all communications software from Grant Agencies that will enable Electronic Drawdowns to be accomplished and meet all Grant Requirements.

The Contracting Officer will act as the liaison between the Grant Agencies and the Tribe in accomplishing all Electronic Drawdowns.

SPECIFIC DUTIES:

- Maintenance of Contracts and Grant files in standard, pre-established format
- Preparation and submittal of required reports to all funding agencies in a timely manner
- Serve as primary contact between funding agencies and Tribe for all accounting, budgeting, and compliance issues
- Works with Program Directors to ensure budgets for all funding and modifications are up to date at all times
- Responsible for developing and maintaining budgets for all cost centers
- Ensures that all Contract and Grants information, including budgets and modifications, are immediately updated to the computer accounting system to ensure budget information in the system is reliable
- Works with Program Directors in advance of expiration of funding to help maintain continuity of funding and programs services
- Provide Quarterly Budget to actual reports for Council review

- Prepares and reviews with Accounting Department Manager and Executive Director monthly revenue and expenditure reports for all Contracts and Grants with distribution to the Program Directors and advising them of the need for modifications when necessary
- Works with the Accounting Department Manager on Contracts and Grant matters of more complex nature such as indirect cost issues, prioritization of available additional funding and possible misuse of Contract and Grant Funding
- Keeps current on Federal and State legislative changes affecting allowability of costs to Contracts and Grants
- Reviews and maintains all vendor contracts the Tribe engages with
- Assists in the preparation and negotiation of the indirect cost rate proposal
- Prepares monthly indirect expense and revenue accrual
- Other duties as assigned

MINIMUM QUALIFICATIONS:

3-5 years contracting with management/supervisory experience. A four-year degree in business administration or accounting experience in contracting with the Federal Government, a non-profit organization or Tribal Government. Must be highly organized with the ability to work with varying levels of personnel, both internal and external to the Tribe. Must be proficient in a Windows based computer system; use of Excel an absolute necessity. Must have knowledge of basic accounting principles and the ability to work with Micro Information Processing (MIP) for all account reports.

SPECIAL REQUIREMENTS:

A criminal background check and drug testing required.

Possession and retention of a valid Washington State Driver's License.

Must adhere to Personnel Policies and Drug and Alcohol Policies. All candidates for employment with the Quileute Tribe will be required to undergo drug screening prior to official selection for employment by the Quileute Tribal Council.

The statements contained herein reflect the general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.

HOWTOAPPLY:

Please submit a resume, cover letter, Quileute Tribe application and references to:

Quileute Tribe
Gina Gonzalez-Leva, HR Director
P.O. Box 279
La Push, Washington 98350

Applications can be obtained at www.quileutenation.org/job-openings/

Indian preference will apply. If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives.

Except as provided by the Indian Preference Act (Title 25, U.S. Code Sections 472 and 473), there will be no discrimination in the selection because of race, color, age, sex, national origin, physical handicap, marital status, politics, membership or non-membership in an employee organization. If the applicants have equal qualifications, preference will be given to a Quileute Indian applicant or other Native American or Alaskan Native.