



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: Grant and Budget Clerk
ORGANIZATION: Tribal Government Indirect Staff
SUPERVISOR: Budget Grants & Contract Officer
SALARY RANGE: DOE/Q
OPEN: August 8, 2019
CLOSES: Until Filled

DUTIES AND RESPONSIBILITIES:

The Grant and Budget Clerk is responsible for assisting in maintaining the Quileute Tribes accounting systems while working with the Budget Grants and Contracts Officer to ensure that policies and procedures are implemented and complied with. The individual must have a working knowledge of fund and grant accounting. Responsibilities will include reconciling accounts; report preparation; identifying, analyzing and correcting errors; and providing backup for key accounting positions.

The Grant and Budget Clerk must be able to perform a variety of accounting tasks with minimal oversight and supervision, work on multiple projects simultaneously, be detail orientated, and meet deadlines.

SPECIFIC DUTIES:

- Maintains Contracts and Grant files in standard, pre-established format;
- Assists in the preparation and submittal of required reports to all funding agencies in a timely manner;
- Ensures that all Contracts and Grants information, including budgets and modifications, are immediately updated to the computer accounting system, to ensure budget information in the system is reliable;
- Serves as contact between funding agencies and Tribe for all accounting and compliance issues;
- Maintains and updates grants and budget files;
- Communicates and responds to the Program Managers;
- Other duties as assigned

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- 1 year of accounting/bookkeeping experience
- Working knowledge of Excel, Word, and Email is required
- Attention to detail
- Ability to communicate clearly and effectively in writing and orally
- Valid Washington State Driver's license

PREFERRED QUALIFICATIONS:

- Associate Degree in accounting or related field
- Experience in working with Government, a non-profit organization or Tribal Government
- Experience working in Micro Information Processing Systems fund accounting software (MIP) or comparable fund accounting software

SPECIAL REQUIREMENTS:

The statements contained herein reflect general details as necessary to describe the principal 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.

A criminal background check and drug testing required!

Submit Quileute Tribal Job application, cover letter, resume and reference to:

Personnel Department
C/O Quileute Tribal Council
P.O. Box 279
La Push, WA 98350
hr@quileutenation.org

Visit our website at www.quileutenation.org for a job application and job description.

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