



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

Human Resources Department

P.O. Box 279 • La Push, WA • 98350

(360) 374-6163 / 4367 / 2175 • Fax (360) 374-4368



Quileute Tribe Job Description

Grants and Budget Accountant

HOW TO APPLY: Send Application Package to the address listed below.

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

The Quileute Tribe
Human Resources Department
P.O. Box 279
La Push, Washington 98350

Or via email: hr@quileutenation.org

Ensure your Application contains:

1. Quileute Tribal Application
2. Cover Letter
3. Resume
4. Tribal Enrollment Verification
5. Driver's License
6. Diploma(s) High School, College
7. Certification(s)
8. Unofficial Transcripts (if required)
9. Credentials (if required)
10. Writing Sample(s) (if required)

NOTE: *Incomplete applications will not be considered.*

Position: **GRANTS AND BUDGET ACCOUNTANT**
Supervisor: Budget Grants & Contracts Officer
Location: Tribal Administration
Work Info: Full Time: 40 Hrs/Week (M-F)
Salary: DOQ/E

POSITION SUMMARY:

The Grants and Budget Accountant is responsible for assisting in maintaining the Quileute Tribes accounting systems as they relate to budgets, grants and contracts. This position works 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 Accounting. Fund and Grant accounting is preferred. Responsibilities include assisting in budget revisions, grants reporting and grants drawdowns, reconciling accounts, report preparation, and providing backup for key accounting positions.

The Grants and Budget Accountant must also be able to perform a variety of accounting tasks, work on multiple projects simultaneously, be detail orientated, and meet deadlines.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Maintains Contracts and Grant files in standard, pre-established format.
- Prepares and submits the reports to all funding agencies in a timely manner.
- Serves as contact between funding agencies and Tribe for all accounting and compliance issues.
- Works with Program Directors to ensure budgets for all funding and modifications are up to date.
- Analyzes and reconciles balance sheet and revenue and expense accounts.
- 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.
- Works with Program Directors in advance of expiration of funding, to help maintain continuity of funding and program services.
- Provides monthly Budget to actual reports to Budget Grants & Contract Officer for review.
- Prepares and reviews with Budget Grants & Contract Officer monthly revenue and expenditure reports for all Contracts and Grants.
- Works with the Budget Grants & Contract Officer 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 allow ability of costs to Contracts and Grants.
- Assists in the preparation of the indirect cost rate proposal.
- Prepares the monthly indirect expense and revenue accrual.
- Other duties as assigned.

SKILLS, KNOWLEDGE AND ABILITIES

- Analytical, problem solving and organizational skills
- Attention to detail
- Ability to communicate clearly and effectively in writing and orally

WORK ENVIRONMENT:

- Office Setting, desk/cubicle, predominately stationary/sitting, computer usage.

PHYSICAL DEMANDS:

- Be able to lift 50lbs.

SUPERVISORY RESPONSIBILITY:

N/A

QUALIFICATIONS:

Required Qualifications

- Associate Degree in Accounting
- 1-2 years accounting experience
- Working knowledge of Excel, Word, Email and accounting software is required

Preferred Qualifications

- 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
- Experience working in Microix procurement software

GENERAL INFORMATION:

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.

Special Requirements: Must have and retain a valid Washington State Driver's License ~ please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

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 Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

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