



# Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •



## Human Resources Department

P.O. Box 279 • La Push, WA • 98350

(360) 374-4367 | 4366 | 2175 | 6561 • 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:** October 7, 2021  
**CLOSES:** Until Filled

### **DUTIES AND RESPONSIBILITIES:**

The Grant and Budget Clerk is responsible for assisting in maintaining the Quileute Tribes program management 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 basic working knowledge of fund and grant accounting. Responsibilities will include reconciling accounts; pre-defined report preparation; identifying, analyzing and correcting errors; and occasionally 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;
- 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.
- Maintains and updates grants and budget files.
- Communicates and responds to the Program Managers.
- Run pre-defined reports per schedule for distribution to program directors, program managers, and administration.
- Assign Program numbers to new approved awards.
- File in electronic process as defined by procedures and policy.
- Scan and file electronically documents. Convert image files to text files with OCR software.
- Assist with maintenance of program deadlines, calendars, and communications thereof.
- 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

## **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.

## **HOW TO APPLY**

Send Application Package to the address listed below.

Applications can be downloaded at [www.quileutenation.org/job-openings/](http://www.quileutenation.org/job-openings/)

Via email: [hr@quileutenation.org](mailto:hr@quileutenation.org)

-OR-

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

### **Ensure your Application contains:**

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

***NOTE: Incomplete applications will not be considered.***