



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 Description

Budget, Grants and Contracting Officer

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

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

Via email: 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.

Position: **Budget, Grants and Contracting Officer**
Supervisor: Chief Financial Officer
Location: Accounting Department
Work Info: Full Time: 40 Hrs./Week (M-F)
Salary: DOQ/E

POSITION SUMMARY:

The Budget, Grants and Contracting Officer is responsible for: maintaining the Quileute Tribe's program management and accounting systems as they relate to budget, grants and contracts; monitoring and reporting activities concerned with budgets, grants and contracts, and purchases of equipment, materials, products, and services; examining estimated material, equipment and program costs, performance requirements, and schedules to ensure completeness and accuracy; formulating and coordinating procurement policies and programs; coordinating activities of personnel engaged in formulating proposals; evaluating contract performance to determine necessary amendments or extension of contracts; analyzing price proposals and financial reports; and arbitrating claims or complaints occurring in performance of grants and contracts. Responsibilities also include coordination, record management, and retention and compliance with Federal Government rules and regulations. The Budget, Grants and Contracting Officer must establish/maintain a management reporting system for all grants and contracts compliance, including a financial reporting schedule to the program directors and the Chief Financial Officer.

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

The Budget, Grants and Contracting Officer will assist and get involved in the budget creation and amendment process.

This position will act as the liaison between the Grant Agencies and the Tribe in accomplishing all Electronic Drawdowns.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- 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 and assist in developing and maintaining budgets for all cost centers and programs
- 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 Chief Financial Officer 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 Chief Financial Officer on Budgets, 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 as needed
- Assists in the preparation and negotiation of the indirect cost rate proposal
- Prepares monthly indirect expense and revenue accrual
- Other duties as assigned

SKILLS, KNOWLEDGE, AND ABILITIES:

- Detail-oriented
- Ability to multi-task
- Ability to meet deadlines
- Ability to work well with others
- Ability to communicate effectively, both written or verbal
- Knowledge of Micro Information Processing (MIP)
- Knowledge of basic accounting principles

WORK ENVIRONMENT:

- Office setting

PHYSICAL DEMANDS:

- Prolonged periods of sitting at a computer

SUPERVISORY RESPONSIBILITY:

- Yes

REQUIRED QUALIFICATIONS:

- 2-4 years grants, contracting and management/supervisory experience
- A 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

GENERAL INFORMATION:

The statements contained herein reflect the 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.

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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