



Quartz Valley Indian Reservation

Position Description

Job Title: Grants Assistant
Department: Administration
Primary Location: Quartz Valley Indian Reservation Administration
Classification: Full Time, Non-Exempt
Reports to: Grants Contracts Compliance Officer
Salary: Negotiation

Primary Purpose

The Grants Assistant will provide technical/administrative support to the Grants Contracts Compliance Officer and Finance Manager. The Grants/Finance Assistant shall aid with performing research relating to funding opportunities, monitor grant/contract deadlines and communicate with appropriate staff and departments to ensure timely submission of grant applications and reports. Financial related duties will be performed under the direction of the Finance Manager.

Essential Functions

- Assists with the monitoring of grant activities including budgets, statistical data, information, clerical reports regarding grant activities.
- Maintains databases pertinent to the grant using appropriate software; monitors grant recordkeeping procedures for accuracy and completeness in order to provide accurate data for reports.
- Maintains archival documentation of grant activities such as, documents related to grant priorities, projects, databases, and pertinent grant milestones and outcomes.
- Assist the Grants Contracts Compliance Officer in preparing monthly, quarterly, semi-annual, or annual reports throughout the life cycle of the grant.
- Coordinates communication between the department, funders, and internal/external parties involved with the grant activities.
- Uses excellent interpersonal and communication skills to assist management of multiple grant projects, activities, and deliverables in a positive, professional, and effective manner.
- Works well with constant interruptions and changing priorities: able to independently organize work, set priorities, meet critical deadlines and follow-up on various assignments with a minimum level of supervision.
- Works as part of the department team and its collaborative efforts to enhance all grant outcomes.
- Performs other duties as assigned.

Competencies

Education

- Business degree and/or strong financial background. *Required*

Proficiencies

- Strong written and verbal communication skills, including editing/proofreading for mechanical, grammatical, and usage mistakes; consistency and voice.
- Strong mathematical skills including basic arithmetic and calculating/applying percentages.
- Proficiency with office equipment.
- Strong working knowledge of computers including MS Office software.
- Ability to adapt to rapidly changing priorities, projects, and deadlines.
- Valid driver's license required and must be insurable under the Tribe's insurance policy.
- A favorable background investigation is required to include criminal and motor vehicle record check.
- Knowledge of Native American cultures and Tribal government operations.

Experience

- Two years of progressively responsible secretarial/office/accounting experience. *Required*

Other Requirements

- Must be able to pass background check.
- Must adhere to Tribal drug and alcohol policy, including pre-employment drug and alcohol screening.
- Must have a valid driver's license and insurable under the Tribe's insurance policy.

