

Quartz Valley Indian Reservation

Job Title: Grants/Contracts Accountant
Department: Finance
Job Status: Regular/Full-time
Location: Administrative Office
Reports To: Comptroller
Salary: DOE

Purpose:

The Grants/Contracts Accountant is responsible for grant and contract compliance in accordance with funding source regulations. Under the direct supervision of the Comptroller, the Grants Contracts Accountant will provide efficient and productive management of the federal, state, local, private funding contracts, grants, and associated agreements for performance and reporting compliance. Works with our Comptroller to ensure all grants are complying for sound financial reporting to funding agencies, assists all department Directors in all aspects of program management including budget development and funding allocation, program planning, program management and contract compliance. Responsible for the development of journal entries to record grant/contract revenue, receivables, and document preparation of drawdown documents and or performing the actual drawdown or create invoices to receive funding.

Skills & Abilities:

Must be confident and articulate, with initiative and a problem-solving disposition. Possess the ability to work creatively with a small team. Supportive of all QVIR Directors with a strong commitment to learning their programs and assist with departmental improvements. Highly developed organizational skills with a proven track record of an organized and methodical approach to work, combining numerical accuracy with attention to detail, and an ability to meet deadlines. Exhibit strong project management skills and have a history of delivering successful projects on time and within budget. Ability to analyze and synthesize complex information quickly and effectively. Ability to maintain positive participation in all levels of the decision-making process. An experienced and effective public speaker.

Duties and Responsibilities:

1. Administers federal, state, and private funding contracts, grants, compacts and associated agreements for performance compliance and sound financial reporting to funding agencies.
2. Assists department Directors in all aspects of program management including budget development and funding allocation; program planning; program management; and contract compliance.
3. Researches and develops funding sources in collaboration with Directors for department program initiatives through the State and Federal government, the private sector, and non-profit agencies.
4. Helps departments track and monitors budget, project performance and variances including contract modifications.
5. Monitors and tracks grant expenditures and prepares adjustments as necessary by fund.
6. Keeps an accurate listing of all contracts with relevant information. Notifies Managers prior to expiration that contract is expiring.
7. Monitors drawdowns and payments for grants monthly. Prepares the backup and drawdown form for approval to drawdown or invoice for payment.
8. Reviews and performs accounting transactions of grant activity.
9. Reports monthly as to status of grants to the Comptroller, Tribal Administrator, Tribal Council, and the Grant Manager.
10. Coordinates with Directors to ensure requirements are met in accordance with the approved Scope of Work identified for each funded program managed by the QVIR.
11. Researches and interprets relevant regulations, guidelines and standards and informs Directors and Tribal Administrator.
12. Coordinates and assists department Directors with funding proposals and application packages and reviews prior to submission to Tribal Business Council for approval.
13. Works collaboratively with programs and accounting to ensure compliance with federal regulations, funding guidelines and financial accountability.
14. Recommends to the Comptroller procedures for improvement of internal control.
15. maintains a complete contract file system for audit compliance and archived grant files.
16. Coordinates with Directors to ensure program budgets are spent down in accordance with the timeline identified for each program and not under spent for the funding period.
17. Ensures Directors are doing their program reporting and are in compliance with local, private, state and federal agencies' guidelines and regulations.
18. Works with the Tribal Administrator and Comptroller on close-out briefing for the Tribal Business Council.
19. Performs miscellaneous job-related duties as assigned.

Qualifications:

Page 2 of 3

Revised: 9/12/22 for application due date

Bachelor's degree in Public or Business Administration, or related field required. Five or more years of relevant experience to the duties and responsibilities outlined to include at least 3 years of accounting and 2 years of grant management. Experience in writing, technical editing, professional communication skills (grant writing) is preferred. An equivalent combination of education and experience will be considered.

1. High level understanding and proficiency in full-cycle grant process required.
2. Working knowledge of federal regulations and funding agency practices required.
3. Accounting background preferred.
4. Extensive knowledge of Indirect Cost, Public Law 93-638, Federal contracts, and grants.
5. Effective verbal and written communication skills with a range of audiences.
6. Proficiency with office machines.
7. Strong working knowledge of computers including MS Office software.
8. Ability to perform quality work under pressure and maintain confidentiality.
9. Valid driver's license required and must be insurable under the tribe's insurance policy.
10. A favorable background investigation is required to include criminal and motor vehicle record check.
11. Knowledge of Native American cultures and Tribal government operations.

Requirements:

1. Must be able to pass a background check.
2. Must adhere to tribal drug and alcohol policy.
3. Keep regular hours of operations as prescribed by tribal leadership.
4. Must be Bondable.
5. Must have a valid Driver's License.

Indian Preference:

In accordance with CFR 25, Part 276 and in accordance with Title VII of the Civil Rights Act, Section 701(b) and 703(f), preference in filling all vacancies will be given to qualified American Indian Candidates.