



Spirit Lake Tribe
P.O. Box 359
Fort Totten, North Dakota 58335
karenj@spiritlakenation.com

Job Title:	Grants Management Specialist	Open Date:	March 2, 2021
SLT Program:	Finance	Close Date:	Until Filled

Position Objective: Provides accounting and administrative support for the programs as assigned. A program can be a contract, grant, or department.

Major Duties and Responsibilities:

- Organize all financial and administrative information regarding the program into a folder. The folder must contain but is not limited to; contract or grant agreement, modifications to the contract or grant, chart of accounts, budget, letters, memorandums or emails, reports required per the contract or grant, and a record proving the revenue and expense reports were shared with the director or manager.
- Every fiscal year, prepare a budget with the program director/manager, enter the budget into the accounting system, and share a copy with the director or manager.
- All forms of communication should be documented and kept in the folder.
- Prepare and submit all required reporting per the program in a timely manner; state, federal, tribal and/or other financial reports.
- Understand the funding source or agency; general knowledge, rules and regulations, allowed and un-allowed costs, reporting requirements, etc.
- Monitor, reconcile, and report the revenue and expense statements to the director and/or monitor on a monthly basis.
- Reconcile expenditure and revenues in the general ledgers to insure the correct accounts are recorded. When an expense or revenue is recorded into the wrong account, the accounting technician will inform his/her supervisor to make the necessary journal entry.
- Interact with the director and/or monitor and Accountant as needed to communicate the current financial situation or any financial or administrative concerns. Document this meeting and retain in the file.
- If the program has overspent or underspent this must be immediately communicated to the director and/or manager and Accountant.
- Required to verify the program cash position to assure it is in positive position. If not, please notify your supervisor immediately for corrective action.
- Required to review and sign all purchase order and check requisitions as the budget control officer per the budget. Signature will be verification the program has the dollars allocated for the expense or purchase per the budget.
- Become familiar with programs respective governing circulars and regulations.
- Travel as necessary for the respective assigned grants.
- Must keep all files organized and work area clean at all times.

- Attend meetings as required by your supervisor.
- Perform other tasks or projects as assigned by your supervisor.

Knowledge, Skills, and Abilities:

- General accounting and business knowledge; GAAP
- Understand revenue and expense reports and how they relate to the general ledger
- Read and interpret grant, contract or program documents, rules and regulations, and revenue/expense reports
- Understanding of fund accounting basics and budgeting process.
- Be able to work effectively with others and be a team player.
- Communicate orally and written with others.
- Ability to manage time and prioritize tasks, producing quality output within time constraints.
- Displays a high level of effort and commitment to performing work; good attendance

Qualifications, Experience and education required:

- AA degree in accounting or business related, with 2 years of experience in the accounting field is preferred.
- Consideration may be given to a candidate with 5 years of experience in the accounting field, with the agreement to earn the degree preferred.
- Experience with an accounting system is preferred.
- Microsoft office, Excel and Word.
- Adhere to confidentiality policy
- Pass a background check and drug test per policy.

Exempt/Non-exempt	Non-Exempt		
Employment Status:	Full- time	Supervision	Accountant
Hourly Salary Range:	\$16.00 to \$25.00 DoQ	Manages Others:	No
Please Send Application to:			
Name:	Spirit Lake Human Resource Dept	Email:	ndemarce@spiritlakenation.com or normar@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten, North Dakota	Zip/Postal Code:	58335
Phone:	701-381-0204 or 701-381-0361	Fax:	701-766-1272

Application Procedure	Complete application/Resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.
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