



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

Job Title:	Grants Management Specialist	Open Date:	November 30, 2023
SLT Program:	Finance	Close Date:	December 13, 2023

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:

- Grants Management Specialist, duties include, organizing 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.
- Grants Management Specialist, duties include, every fiscal year, prepare a budget per the program, enter the budget into the accounting system, and share a copy with the director or manager.
- Grants Management Specialist, duties include, all forms of communication should be documented and kept in the folder.
- Grants Management Specialist, duties include, prepare, and submit all required reporting per the program in a timely manner; state, federal, tribal and/or other financial reports.
- Grants Management Specialist, duties include, understand the funding source or agency; general knowledge, rules and regulations, allowed and un-allowed costs, reporting requirements, etc.
- Grants Management Specialist, duties include, monitor, reconcile, and report the revenue and expense statements to the director and/or monitor on a monthly basis.
- Grants Management Specialist, duties include, 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 Grants Management Specialist will inform his/her supervisor to make the necessary journal entry.
- Grants Management Specialist, duties include, interact with the director and/or monitor and CFO as needed to communicate the current financial situation or any financial or administrative concerns. Document this meeting and retain it in the file. If the program has overspent or underspent this must be immediately communicated to the director and CFO. Required to verify the program cash position to assure it is in a positive position. If not, please notify your supervisor immediately for corrective action.
- Grants Management Specialist, duties include, 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.
- Grants Management Specialist, duties include becoming familiar with programs respective governing circulars.
- Review contract/grant terms and conditions to ensure reporting time frames and audit requirements have been completed. Review project financials in preparation for final closeout,

ensuring all funding owed has been received, expenses match, in compliance with policies, regulations, terms and conditions.

- Cross train in all program funds for Spirit Lake Tribe.
- 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.
- 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.
- History and knowledge of working with an accounting system.
- Microsoft office, Excel, Word, Power Point, etc.
- Pass a background check.
- Pass a drug and alcohol test.

Job Location:	Spirit Lake Tribal Community Center	Company Industry:	Spirit Lake Tribe-Finance
Exempt/Non-exempt	Non-Exempt	Supervision	Accountant
Employment Status:	Full- time	Manages Others:	No
Hourly Salary Range:	\$19-\$25		
Please Send Application to:			
Name:	Spirit Lake Human Resource Dept	Email:	mkeo@spiritlekenation.com or britneyr@spiritlekenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten	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.