



HOH INDIAN TRIBE

HUMAN RESOURCES

P.O. Box 2196, Forks, WA 98331
(360) 374-7771 • hr@hohtribe-nsn.org

Job Title	Grants and Budget Specialist
Department	Administration
Reports to	Accounting Manager
Status	Full Time
Salary Range	Starting \$ 32-38 /hour DOEQ
Location	Hoh Tribe Reservation and Usual and Accustomed Treaty Area of the Goodman, Hoh, and Kalaloch Basins

Summary:

The Grants and Budgets Specialist is responsible for maintaining the Hoh Indian Tribe's program management and accounting systems as they relate to grants, budgets and contracts; monitoring and reporting activities concerned with grants, budgets and contracts; evaluating contract performance to determine necessary amendments or extension of contracts; and assisting to resolve claims or complaints occurring in performance of grants, budgets and contracts.

Responsibilities also include coordination, record management, and retention and compliance with Federal Government rules and regulations. The Grants and Budgets Specialist must establish and maintain a management reporting system for all grants and contracts compliance, including a financial reporting schedule for the program directors and the Chief Financial Officer.

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

Duties and Responsibilities The duties of this position include, but are not limited to:

- 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
- Other related duties as assigned

Supervisory Responsibilities:

- None

Skills and Specifications:

- Communicate clearly and effectively in writing and orally.
- Skilled in MS Office, MIP accounting software and Microix purchasing software
- High attention to detail and accuracy
- Integrity that places honesty and trust above all else, professionalism, and conscientiousness.
- Basic understanding of accounting and financial principles
- Willingness to learn and be part of a team environment
- Understanding of tribal governance, sovereignty, and relevant regulations.
- Willingness to travel occasionally for meetings or conferences
- Must adhere to the personnel policies and drug and alcohol policies
- Must submit to and clear a pre-employment alcohol and drug test, and criminal background check
- Knowledge of relevant laws, regulations, and industry standards.
- Must be able to work well both as a team and individually.

Education and Qualifications:

- AA degree with focus on accounting with 1 year grant reporting experience OR
- 3 years of experience in Tribal government grant reporting
- Ability to learn new technology and software as related to the job
- Able to communicate with others effectively, verbally and in writing
- Problem solving
- Multi-tasking
- Requires the ability to communicate clearly and effectively in writing and orally
- Must pass a criminal background check
- Valid Washington State Driver's License

Work Environment:

- Requires some travel as needed using GSA vehicles
- Some of these duties may expose employee to outside weather conditions as needed

Job Demands:

The physical demands described here are representative of those that are required for an employee to perform the essential functions of this job.

The employee regularly works in indoor conditions with routine exposure to video displays. The noise level in the work environment is usually moderate. While performing the duties of this job, the employee is regularly required to sit and occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Except as provided by the Federal Indian Preference Act, Title 25 USC 45 – 46, there will be no discrimination based on race, color, age, sex, sexual orientation, national origin, physical or mental handicaps, marital status, political membership or non-membership in an employee organization. If the applicants have equal qualifications, preference will be given to Native Americans and Alaskan Natives. Applicants claiming Indian preference must submit verification of Indian certification by tribe of affiliation or other acceptable documentation of Indian heritage. All other interested persons must submit complete applications to be considered for employment. Some positions are subject to a review of the driver's license abstract.

This position is covered by the provisions of the Crime Control Act of 1990, Subchapter V - Child Care Worker Employee Background Checks (42 U.S.C. 13041) and the Indian Child Protection and Family Violence Prevention Act of 1990 (25 U.S.C. 3201-3210). As such, each applicant will be required, as a pre-condition to employment, to submit to a criminal history background check.

TO APPLY: Download the Hoh Tribe Employment Application at www.hohtribe-nsn.org.

Submit a complete application along with a cover letter and resume containing three professional work references.

If claiming Tribal hiring preference, please include this in your cover letter and provide a copy of a CIB or Tribal ID.

Complete applications may be submitted electronically to tracy.gillett@hohtribe-nsn.org

Or Application materials may also be mailed to the following address:

Hoh Indian Tribe
ATT: Human Resources
P.O. Box 2196
Forks, WA 98331.

For more information, please contact Human Resources (360) 775-4659.