



COQUILLE INDIAN TRIBE

Job Title: Budget and Grant Support Technician
Department: Accounting
Reports to: Accounting Manager
Salary Grade: \$21.45 - \$34.86
FLSA Status: Full-Time Non-Exempt

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance. Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

JOB SUMMARY OF MAJOR FUNCTIONS

The Budget and Grant Support Technician works under the direct supervision of the Accounting Manager and performs a variety of professional and administrative services related to grant administration and departmental programs and activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

These duties are a representative example; position assignments may vary depending on the business needs of the department and organization.

1. Assist with all aspects of the full cycle of grant administration, including providing support to program managers with preparing applications and budget proposals, monitoring award status, assisting with reporting and closeout processes post award,
2. Perform and document monitoring of subrecipients, including following up to ensure agreed reports are obtained, and reviewing and following up on reports.
3. Monitor expenditures against approved budgets for compliance with grant requirements.
4. Support program managers with identifying the need for and obtaining award modifications.
5. Maintain staff cost center assignments in the payroll processing program to ensure cost codes are accurate and up to date.
6. Monitoring and reconcile grant accounts receivable and liabilities.
7. Assist with submitting funding drawdown requests.
8. Maintain electronic and paper filing systems for grant documentation.
9. Support program managers with monitoring budgets against award periods and developing spending plans for remaining available funds.
10. Perform research and present conclusions on various topics related to grant compliance, including developing an understanding of award requirements in 2 CFR 200.
11. Research grant expenditures for allowability and to maximize use of grant funds and propose adjusting journal entries.
12. Performs various clerical and administrative tasks and duties such as performs routine data entry functions, correspondence with program managers and funders, and preparing reports.
13. Provide backup assistance to interdepartmental staff as needed.

14. Other assignments and responsibilities as directed by the Accounting Manager.

PHYSICAL REQUIREMENTS

Requires the ability to communicate orally, repetitive movement of the wrists, hands and/or fingers, often requires walking, standing, sitting for extended periods of time, raising or lowering objects, stooping and occasionally requires lifting up to 25 pounds. Local travel may be occasionally required. The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Excellent organization, time management, analytical, problem solving, and mathematical skills.
2. Be computer literate; exhibit a level of computer literacy sufficient to use software such as word processing, spreadsheets, and databases to produce correspondence, documents, and reports.
3. Working knowledge of basic office clerical tasks, such as data entry, sorting and organizing documents, and filing.
4. Excellent attention to detail and demonstrate effectiveness in managing multiple work assignments simultaneously, often under strict deadlines, with a high level of accuracy.
5. Ability to work independently, show initiative, and take ownership and responsibility of all projects and assignments to achieve positive results.
6. Excellent oral and written communication skills with strengths in team building, and cooperative problem solving.
7. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and emotional situations.
8. Ability to foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the Coquille Indian Tribe.
9. Ability to work cooperatively with other departments in person and remotely to accomplish assigned tasks; ability to develop good working relationships with other departments in the organization.

REQUIRED QUALIFICATIONS

1. Associate degree in accounting or a related field required with a minimum of 2 years of professional grant management experience. A combination of formal education, training and related work experience will be considered.
2. Preference given for work experience in tribal government accounting or fund accounting.
3. Preference given for work experience in federal, state, and other grant management.
4. Previous experience with accounting software or similar database software.
5. Current and valid (or ability to obtain) Oregon driver's license in good standing with no insurability restrictions from the Tribe's insurance carrier.