

## COQUILLE INDIAN TRIBE



**Job Title:** Budget and Grant Support Specialist  
**Department:** Natural Resources Office (NRO)  
**Reports to:** Natural Resources Director  
**FLSA Status:** Non-Exempt–Full-Time  
**Salary Grade:** \$32.17 - \$45.05  
**Location:** Coos Bay, Oregon

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

Under the direct supervision of the Natural Resources Director, responsible for the financial management and compliance of all external funding agreements with the Tribe implemented through its Natural Resources Office, including grants, contracts, and funding agreements with non-CIT entities. This position also monitors and maintains approved budgets to ensure budget compliance and proper allocation of revenues and expenditures. This position coordinates closely with Tribe's Finance Office to ensure that all aspects of NRO budgets and budget reports are complete and accurate in the Tribal accounting systems.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Reviews notices of funding opportunities; reviews pre-award grant applications; facilitates the grant application process independently or in coordination with the Tribe's Grant Writing and Development Manager.
2. Manages post-award funding sources. Reviews budgets to ensure appropriate expenditures and accurate accounting of amounts owed and collected in coordination with the Tribe's Finance Office.
3. Manages and coordinates the grant reporting process to ensure that all required reports are complete, accurate and submitted to funding agencies on time; in coordination with Tribe's Finance Office, prepares and submits all required financial reports; monitors the submission of required performance and progress reports by NRO staff.
4. Coordinates with Finance Office staff to input approved budgets and budget modifications in the Tribal accounting system;
5. Leads the preparation and submission of grant budgets and modifications to the funding entities, if required, during grant application and implementation.
6. Reviews all expenditures and obligations for proper account coding, budget availability, consistency with program goals, and allowableness under Federal and Tribal laws and regulations.
7. Assists with review of payroll information to ensure proper allocation of wage costs and posts payroll data obtained from outsourced payroll processor to the general ledger.
8. Maintains proficiency in accounting, spreadsheet and other software essential for performing job duties.
9. Assists NRO staff with sub-awardee compliance and communication.
10. Assists NRO staff with contracts and subawards involving grant funding and reporting to ensure compliance with Federal and Tribal laws and regulations.
11. Perform other duties as assigned.

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

### **PHYSICAL REQUIREMENTS**

Requires the ability to communicate orally, repetitive movement of the wrists, hands and/or fingers, often requires sitting for extended periods of time, raising or lowering objects, and occasionally requires lifting up to 50 pounds. Requires occasional standing and walking. Work is generally performed in an office setting. Evening work is occasionally required. Work involves occasional exposure to dust, fumes, and allergens. Will often be required to travel by automobile, commercial or private carrier. Local travel is frequently required; statewide and national travel is 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 oral and written communication skills with strengths in team building, and cooperative problem solving. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and emotional situations.
2. 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.
3. Working knowledge of accounting principles and common software solutions.
4. Ability to make decisions independently in accordance with established policy and procedures.
5. Ability to exercise excellent organization, time management, analytical and problem-solving skills.
6. Must have acute attention to detail and demonstrate effectiveness in managing multiple work assignments simultaneously, often under strict deadlines. Work accuracy is essential. Works independently, shows initiative and takes ownership of all projects and assignments to achieve positive results.
7. 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.
8. Ability to work with mathematical concepts such as basic arithmetic.
9. Ability to work cooperatively with other departments to accomplish assigned tasks; ability to develop good working relationships with other departments in the organization.

### **REQUIRED MINIMUM QUALIFICATIONS**

1. Bachelor's degree in accounting or a closely related field required with a minimum of three (3) years of accounting experience required.
2. Preference given for work experience in tribal government accounting.
3. Preference given for experience grant writing, management, compliance reporting experience.
4. Understanding of accounting systems and controls, experience working with a complex chart of accounts, and knowledge of budgeting is required.
5. Familiarity with grant management and federal regulations pertaining to grant administration is required.
6. Ability to travel, as directed, to attend meetings and trainings.
7. Current and valid Oregon driver's license in good standing with no insurability issues from the Tribe's insurance carrier.