



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: **Grant Accountant**
SUPERVISOR: Financial Manager
LOCATION: William Wildcat Tribal Center
POST DATE: November 19, 2024
CLOSING DATE: December 3, 2024

General Description: The primary responsibilities include monitoring, analyzing, and maintaining financial transactions for a wide variety of grants/contracts; tracking revenues and expenditures, and preparing required reporting.

Qualifications: Associate Degree in Accounting, Finance, Business Administration, or another related field is required. Bachelor's degree preferred. Substitution among experience, education, certification, and other relevant qualifications may be considered.

Salary: \$23.00-\$30.00/hr. depending on qualifications.

How to Apply: Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located on our website www.ldftribe.com or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department
P.O. Box 67
Lac du Flambeau, WI 54538
715-588-3303
Email: hr@ldftribe.com

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians
Nonexempt Position Description**

A. TITLE OF POSITION: Grant Accountant

B. DEPARTMENT: Accounting

C. SUPERVISOR'S TITLE: Financial Manager

D. DESCRIPTION OF DUTIES: The primary responsibilities include monitoring, analyzing, and maintaining financial transactions for a wide variety of grants/contracts; tracking revenues and expenditures and preparing required reporting. Specific position responsibilities include but are not limited to the following:

1. Review purchase order for proper accounts and allowable costs within approved budgets.
2. Communicate with Program Managers, Tribal Administration, Compliance Officer, and Financial Managers regarding grant/contract documents, modifications, approvals, and any additional concerns.
3. Establish and maintain accurate and updated digital files.
4. Analyze each of the assigned grant/contract budgets on an as-needed basis, examples are, but not limited to:
 - i. Compare budget costs to actual costs and follow up with managers if necessary.
 - ii. Understand and monitor the guidelines, limitations and objectives to ensure compliance is maintained.
 - iii. Ensure that recorded expenses are allowable, allocable, reasonable, and treated consistently.
 - iv. Adhere to the specific reporting requirements.
 - v. Prepare supporting documentation for timely drawdowns and/or reimbursement requests.
 - vi. Obtain documentation and prepare necessary journal entries for the Tribal matching Share and/or Tribal In-Kind contributions.
5. Ensure that grant/contract budgets are in place and entered into the accounting software system.
6. Review and approve budget modifications and grant applications.
7. Assist Program Managers, Financial Managers, and/or Administration in General Fund Budget preparation.
8. Work with other Grant Accountants and Financial Manager to ensure processes are followed that comply with grant revenue reconciliation and related monthly close out procedures/processes.
9. Review grant/contract with Program Manager at least one month prior to the close of the grant period.
10. Prepare for annual audit to include but not limited to:
 - i) Prepare journal entries to record grant funds receivable and unearned revenue.
 - ii) Assist with preparation of the Schedule of Expenditures of Federal Awards (SEFA).

- iii) Analyze grant/contract programs at year end and prepare necessary journal entries in conjunction with the Program Manager.
- 11. Review and approve grant/contract job postings, LTE contracts, and other payroll status change documentation for accuracy.
- 12. Maintain master grant spreadsheet with pertinent grant information.
- 13. Attend required training; travel may be necessary.
- 14. All other duties as assigned.

E. POSITION RELATIONSHIPS:

- 1. **Internal:** Occasional contact with program manager and supervisors from applicable programs.
- 2. **External:** Continuous contact with outside grant funding agencies.

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: Performs job responsibilities receiving direction and supervision from Financial Manager.

H. EDUCATION: Associate Degree in Accounting, Finance, Business Administration, or another related field is required. Bachelor's Degree preferred. Substitution among experience, education, certification, and other relevant qualification may be considered.

I. POSITION RESPONSIBILITIES:

- 1. **Planning and Scheduling:** Responsible for own work activities.
- 2. **Budget and Forecasting:** Develop and forecast budgetary needs related to assigned grants/contracts. Assist in annual General Fund Budgeting Process.
- 3. **Assist with establishing objectives, policies, or standards:** May occur as part of continuous improvement within the department and organization.
- 4. **Impact of Decisions:** Grant Accounting Staff is expected to address any and all questionable expenditures that may result in a serious negative impact and/or the credibility of the Lac du Flambeau Band of Lake Superior Chippewa Indians, as unnecessary activity may expose the organization to litigation activities. Any intentional or non-intentional disclosure of confidential information will be grounds for termination.

J. EXPERIENCE: Two years of state and/or federal grant/contract management and/or administration.

K. SKILLS:

- 1. Knowledge of grant/contract administration as related to grant funding and agency protocols.
- 2. Knowledge of general principles of accounting and financial reporting.
- 3. Ability to learn and apply program/agency operating policies and procedures
- 4. Ability to manage multiple priorities and tasks concurrently and meet deadlines.
- 5. Ability to identify problems and recommend appropriate solutions.
- 6. Ability to multitask and produce accurate results.

7. Must be proficient with a personal computer using a variety of computer software (i.e. Word, Excel, Outlook, Adobe, Microsoft Teams, and Zoom), and accounting related software.
8. Ability to establish and maintain effective working relationships with co-workers and the general public.
9. Must possess excellent oral and written communication, mathematical, interpersonal, organizational, customer service, and conflict resolution skills.

L. WORKING ENVIRONMENT:

1. **Work Conditions:** Majority of responsibilities are performed in a normal office environment.
2. **Exposure to Hazards:** May be exposed to situations where spills, wet floors, or associate behaviors may create undesirable conditions.
3. **Physical Requirements:** Sitting, walking, and keyboarding for extended periods of time is required. Occasionally must be able to lift up to 20 pounds.

M. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Grant Accountant to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and is subject to disciplinary action.

Service

1. Attendance record indicates consistency in being on the job and being punctual; these qualities are a necessity.
2. Neat and professional appearance.
3. Cooperative and willing to help in any way needed to provide good customer service.
4. Respect the dignity of each co-worker and customers.
5. Must be friendly and cheerful.
6. Ability to complete all necessary record keeping within a designated amount of time.

Presence:

1. Respect the right to privacy for customer.
2. Maintain strict/absolute confidentiality and trustworthiness.
3. Cooperates with co-workers.
4. Listens attentively to concerns and responds with a positive approach.
5. Recognize conflict, understand appropriate methods to address/resolve conflict; including one on one or seek assistance from supervisor or other key staff.

N. OTHER: Demonstrate a strong commitment to cultural beliefs and values of the Lac du Flambeau Band of Lake Superior Chippewa Indians and the governing Tribal Council. Practices cultural sensitivity at all times, recognizing the respective diverse work styles within the organization and the Lac du Flambeau community. Must submit to a drug test

