

# Sauk-Suiattle Indian Tribe

## Job Description

Job Title: Grants and Contracts Manager  
Department: Finance  
Reports To: Anne Crail, CFO  
Status: Hourly  
Approved By: Ronda Metcalf, General Manager  
Approved Date: April 5, 2014

**Summary:** This position provides assistance in the overall management of all the grants, contracts and indirect cost awarded to the Tribe. The job includes administrative and financial management of all grants, contracts and indirect cost, budget development and control and records management.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Provide assistance and guidance to the program Director/Managers, General Manager and/or Tribal Council in the administration and fiscal management of all grants and contracts.

Assist program directors in the preparation of grant, contract, and annual program budgets.

Enter and maintain budgets in the MIP system.

Prepare and provide monthly budget reports to program directors, General Manager and Tribal Council.

Ensure accurate and timely preparation of grant billings and reports.

Co-ordinate with program managers to gather data for reports and ensure that proper records are maintained.

Develop, plan and coordinate the preparation of periodic fiscal and statistical reports for use of program directors and General Manager/Tribal Council as management tools.

Create and maintain appropriate spreadsheets and documentation to support grant expenses.

Ongoing monitoring of grant budgets and expenditures to ensure targets are met.

Ongoing monitoring of grant program goals and monthly performance in conjunction with program managers.

Act as resource/liaison for procedures that encompass grants and contract issues. Continuously evaluate the efficiency and effectiveness of operation procedures and make recommendations for improvements as necessary.

Research and analyze current and potential revenue sources, program changes and fiscal performance criteria.

Provide assistance on an as-needed basis on annual audits and fiscal analysis.

Prepares reports on office activities required by department.

Report to the Tribal Council grant and contract compliances and variances on a monthly basis, or more often as necessary.

Other duties as assigned.

### **Education and Experience**

Associates degree (A.A.) or equivalent from two-year college or technical school, or six months to one year related experience and/or training; or equivalent combination of education and experience.

### **Mathematical skills**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages.

### **Computer Skills**

To perform this job successfully, and individual should have knowledge of MIP Accounting software; Payroll systems, and Word Processing software.

### **Certificates, Licenses, Registrations**

Current Washington State driver's license; First Aid/CPR certification.

**Physical Demands/Work Environment:** The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be required to sit; stand; walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch; talk or hear. The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision and ability to adjust focus.

**Culturally Sensitive:** All employees must be culturally sensitive to the customs, traditions, practices, and sovereign status of the Sauk-Suiattle Indian Tribe.

**Drug Free Workplace:** Sauk-Suiattle Indian Tribe is a drug-free workplace. All employees are subject to a pre-employment drug screen.

**Background Check:** All employees must be able to pass a background check per Sauk-Suiattle Indian Tribe's Background Check Policy.

*This job description does not constitute an employment agreement between SSIT and the employee, and is subject to change by SSIT as the needs of the tribe and the requirements of the job change.*

**NATIVE AMERICAN PREFERENCE APPLIES**