



Yurok Tribe

Job Description

JOB TITLE:	Grants and Compliance Project Manager		
JOB GRADE:	11	REPORTS TO:	Grants and Compliance Officer
STATUS:	Exempt	LOCATION:	Klamath
DEPARTMENT:	Grants and Compliance	DIVISION:	Executive Office
ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE			
SALARY RANGE:	\$67,516 -\$88,088		

POSITION SUMMARY:

The Grants and Compliance Project Manager reports to the Grants and Compliance Officer. The incumbent is responsible for identifying, assessing, monitoring, and developing reports and internal technical assistance at a management level on grant projects from start to finish based on specific grant regulations, required reporting, budget expenditure status, and all Yurok Tribe applicable policies. Incumbent will be responsible to coordinate and communicate between the grant programs, the Executive division, and the fiscal department as needed throughout the lifecycle of a grant award. The incumbent will be responsible for familiarizing themselves with the specific terms and conditions of each award, the funder rules and regulations and the Yurok Tribe's Grants & Contracts Policy & Procedures. Incumbent will work with the Compliance Officer to develop individual monitoring plans, corrective action plans, reconcile expenditures in accordance with federal cost principles, as well as provide administrative assistance to the Contracts/Grants Officer for all grants and contracts in Post-Award and Closeout phases including budget monitoring, project reporting monitoring and reconciliations (Indirect Costs, Match, and Expenditures).

DUTIES AND RESPONSIBILITIES:

1. Review and/or create monitoring plans, for effectiveness and efficiency in grant compliance, financial and required regulations and standard terms and conditions of grants and Tribal policies.
2. Develop grant project monitoring plans and corrective action plans with all grant projects throughout the year to ensure that operational, accounting, and financial information is provided compliant to regulations. Design and perform grant specific technical assistance that aims to build internal grant management capacity and to address specific grant corrective action plans.
3. Stay abreast of developments in governmental accounting and reporting standards and lead implementation and staff training efforts.
4. Work in conjunction with the Grants and Compliance Office to develop processes and procedures to accommodate new operations and activities as well as to improve grants and compliance efficiency. Reviewing grant expenses and activities in compliance with grant terms and conditions, monitoring reporting deadlines Monitoring grant budgets and working with department directors to ensure that funds are neither over nor underspent is also a duty of this position.
5. Performs other related duties as assigned.

EDUCATION/EXPERIENCE:

1. B.S. or B.A. in an accounting or finance related field and five years of progressively responsible work experience
2. Candidates with equivalent combinations of education, training and experience will be considered.

SUPERVISORY RESPONSIBILITIES:

MINIMUM QUALIFICATIONS:

1. Five years' experience in grant project management or other relevant disciplines.
2. At least 3 years of experience must be in public accounting or internal audit.
3. A strong working knowledge of GAAP and GAAS is required. Knowledge of OMB Circular A-87 (Accounting Standards for State, Local and Tribal Governments) A-102 (Grants and Cooperative Agreements with State and Local Governments) and GASB 34 (Basic Financial Statements-and Management's Discussion and Analysis-for State and Local Governments) and other GASB pronouncements is desired.
4. Proficient with Microsoft Office applications including Word, Excel, Outlook, and PowerPoint as well as financial accounting software.
5. Strong critical thinking and problem-solving skills, with the ability to think strategically.
6. Excellent organizational and management skills, with excellent attention to detail and ability to multi-task.
7. Exceptional analytical skills, good judgment, and the ability to present information and ideas clearly and succinctly to financial professionals and non-professionals is essential.
8. Strong interpersonal skills and ability to work in a cross functional team environment.
9. Applicants selected for interview will be required to take an accounting test.
10. Be able to work in a diverse cultural setting due to the sensitive nature of the position.
11. Recognition that in order to serve Yurok People one must know as much as possible about Yurok history, culture and values.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe's Drug and Alcohol Policy including pre-employment screening.
2. Valid state issued driver's license and/or the ability to obtain a California or Oregon driver's license. Must be insurable on the Tribe's insurance policy.
3. Must pass a background investigation and fingerprint clearance.

LANGUAGE SKILLS:

Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Knowledge of Yurok language is preferred but not required.

REASONING ABILITY:

Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to walk, stand, use hands and fingers, handle, or feel. Employee will have prolonged periods sitting at a desk and working on a computer. The employee must occasionally lift and/or move up to 50 pounds.

VISION REQUIREMENTS:

1. Close vision (clear vision at 20 inches or less).
2. Color vision (ability to identify and distinguish colors).
3. Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
4. Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, _____, (print name), acknowledge receiving a copy of this job description and understand the requirements. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok Tribal laws, policies and procedures, vehicle usage, procurement, and any additional guidelines set forth by the Yurok Tribe. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination. I understand that the Yurok Tribe is committed to the philosophy that employment relationships are both personal and voluntary. Accordingly, employment at the Yurok Tribe has no specific duration, and either the employee or the Yurok Tribe can terminate the employment relationship for any reason or no reason. This “at will” relationship exists between the Tribe and all employees.

Employee Signature

Date

Employee #

Supervisor Signature

Date

