

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Grants & Contracts Manager

Department: Accounting

Hourly Rate: \$20.00-\$25.00

Full Time: 40Hrs/Week

Exempt: No/Hourly

Supervisor: Accounting Manager

Posting Date: Public

Opens: August 4, 2022

Closes: August 18, 2022, at 4:30 pm



Summary: The Grants & Contracts Manager is responsible for general daily monitoring, reconciliation, reporting, and fiscal oversight of an assigned group of funds/grants. Oversee reporting to funding agencies. Maintain all budgets. Assist in IDC and Audit prep.

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

- Will be assigned to and responsible for financial oversight of programs as assigned by the Accounting Manager.
- The individual must have a working knowledge of fund and grant accounting.
- Responsibilities will include reconciling accounts; report preparation; identifying, analyzing, and correcting errors; and providing backup for key accounting positions
- Prepare and post month-end adjusting and year-end journal entries as required. Scan and maintain reports, supporting documents, and worksheets into the electronic record storage system.
- Develop, verify, and maintain reports for individual programs within the assigned group using MIP/SAGE/Accounting Software.
- Provide financial technical assistance to programs within the assigned group of funds/grants.
- Complete all financial reporting for funds/grants within the assigned group.
- Responsible for computing revenue draws, completing financial forms, and drawing request forms.
- Oversee timeliness of all reports to funding agencies.
- Assist in annual financial audit prep.
- Assist in annual Indirect Cost Proposal prep.
- Review, post and maintain all budget entries in MIP/SAGE/Accounting Software.
- Provide information to Tribal Administration, Accounting Manager, Treasurer, and Assistant Accounting Manager as required.
- Attend staff and other meetings, in-services, and events as directed by the supervisor.
- Participate in training activities to enhance knowledge of team skills, systems functionality, etc.
- Perform other duties as assigned.
- Perform bank account reconciliation, as necessary.
- Compliance with Tribal, Federal, State, and various Private policies and regulations.
- Perform other duties as assigned.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Knowledge of the uniqueness of the Bad River Community. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Education and/or Experience:**Required:**

The candidate must possess the following:

- High School Diploma or its equivalent.
- A minimum of two years of experience in the field of accounting.

Preferred:

- High school diploma, HSED, or GED required and either an Associate Degree in Accounting or related field and 2 years of experience in accounting (preferably Tribal government) or 4 years of experience in accounting preferably Tribal government).
- Experience in payroll processing is strongly recommended.
- Experience in Microsoft Office programs, especially Excel and Word required.
- Must possess strong analytical, numerical, reasoning, and decision-making abilities.
- Must be able to work well in a team setting and possess problem and conflict resolution skills.
- Knowledge of and sensitivity to Ojibwe culture and traditions.
- Native American preference will be applied in the case of equally qualified applicants but all qualified applicants will be considered.

Other Skills and Abilities:**Required:**

- Must be able to be bondable under the organization's insurance carrier.
- Be able to perform assigned duties with limited oversight and minimal direction.
- Strong initiative and self-motivation, with a strong work ethic and attention to detail.
- Possess the ability to communicate effectively with others and possess strong interpersonal/customer service skills.
- Have basic knowledge of office equipment, including facsimile machines, a scanning unit, copier, and other essential equipment necessary to perform daily administrative functions.
- Have advanced computer skills and knowledge of word and spreadsheet software programs.
- Must possess a valid Wisconsin driver's license and meet eligibility for tribal insurance.
- Must maintain strict confidentiality.

Background Check:

- This position is contingent on the required ability to pass a background check.
- Must meet the requirements to be bondable and required to possess and maintain a valid Wisconsin driver's license.

Language Skills:

- Strong verbal and written communication skills.

Reasoning Ability:

- Ability to interact with the clients/employees, tribal programs, and other agency personnel with objectivity and courtesy.

Physical Demands: The physical demands described here are representative of those that must meet by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Must be physically able to perform all job duties. Sedentary work with some standing and walking required. Occasional lifting upwards to 25 lbs.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. This position is subject to inside and outside work. The noise level in the work environment is usually moderate.

Drug-Free Workplace in accordance with the Drug-Free Workplace Act of 1988, P.L. 100-690 and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.

Send Application and Resume To:

Bad River Tribe

Attn: Human Resources

P.O. Box 39

Odanah, WI 54861

<http://www.badriver-nsn.gov/>

Application material may also be emailed to:

HRmanager@badriver-nsn.gov

HRassistant@Badriver-nsn.gov