



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT

JOB TITLE: LNR Natural Resources Grants Assistant

OPEN: April 20, 2023

EXEMPT: Yes

SALARY: (8) \$23.05-\$25.96/hr. DOE

SHIFT: Day

LOCATION: Tribal Administration

DURATION: Regular Full-Time

CLOSES: June 15, 2023

JOB CODE:

DIVISION: Restoration

DEPARTMENT: Natural Resources

SUPERVISOR: LNR Natural Resources Grants

VACANCIES: 1

JOB SUMMARY: Under the direction of the Natural Resources Grants Manager, the incumbent will coordinate with LNR Division Managers, LIBC Funding Office, OMB, Contracting and Accounting Departments to administer awarded grant funds, process grant contracts with funding agencies, assist with grant applications and contracts, and ensure for compliant and timely expenditure of grant funds.

The Natural Resources Grants Assistant is a natural resources administration position that serves as administrative support to the LNR Division Managers under the direction of the LNR Natural Resources Grants Manager. The incumbent provides the necessary capacity to help meet Lummi Indian Business Council (LIBC) Treaty reserved rights to hunt, gather, and harvest within the Nation's Usual and Accustomed Areas per the Point Elliot treaty of 1855, including the LIBC established interim goal of mid- 1980's salmon harvest towards a moderate living from fishing through hatchery production per LIBC resolution 2015-042. To support the interim salmon harvest goal, the LIBC directed the Lummi Natural Resources Department to expedite salmon habitat restoration actions per the LIBC South Fork Nooksack Chinook Disaster Declaration RESO 2021-159 to avoid a repeat of the 2021 salmon mortality event where 2,500+ South Fork Nooksack Chinook died because of degraded habitat and adverse effects of climate change.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Administer grant awards which includes preparing the LIBC budget form, using the LIBC accounting system to track budgets on a quarterly basis, coordinate drawdown of funds and submission of billings to granting agencies, and ensure for accurate and timely expenditure of grant funds. This will include assisting LNR with processing paperwork with appropriate signatures to activate grant agreements and obtain new account numbers.
2. Assist the Natural Resources Grants Manager with the administration of the Water Resource Inventory Area 1 - Nooksack River Basin (WRIA 1) Lead Entity grant.
3. Assist managers with tracking new BIA grant awards and funding agreements. Maintain a file and list of these grants by year.

4. Submit invoices for payment after approval by appropriate manager. Track invoices by subcontractor as well as issues relating to payment of invoices.
5. Support LNR managers with closing out old purchase orders as needed, tracking grant budgets, final financial closeout of expiring grants, and prepare journal entries as needed to transfer funds and ensure that journal entries are entered into the general ledger system.
6. Support the LNR managers with grant applications as needed; this may include obtaining signatures for documents, budget development assistance, mailing applications, or data entry into an online system.
7. Perform other duties assigned by the immediate supervisor within the general scope of work described.

MINIMUM QUALIFICATIONS:

- A Bachelor's degree in Accounting, Business Administration, Public Administration, or related field; and
 - One (1) year of office and grant experience; OR
- An Associate degree in Accounting, Business Administration, Public Administration, or related field; and
 - Three (3) years of office and grant experience; OR
- A High School Diploma or GED; and
 - Four (4) years of office and grant experience.
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Demonstrated experience in administrative and clerical procedures, budgeting and financial reporting, and customer service principles and practices.
- Demonstrated experience with basic accounting principles and forensic accounting.
- Ability to pay attention to detail, effective utilization of time during regular business hours, and the ability to work beyond regular working hours when required to meet task objectives in a timely fashion.
- Demonstrated ability to produce oral and written technical reports in a timely manner.
- Demonstrated experience using MS Word, Excel, Outlook, and Power Point, and the internet.
- Must maintain strict confidentiality at all times.

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy
- Position requires Criminal Background Check
- Must be fully vaccinated for COVID-19 including two (2) doses of a 2-dose series, or one (1) dose of a 1-dose series, plus 14 days beyond the final dose prior to the start date.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail libchr@lummi-nsn.gov. For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or

certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226.
Human Resource Fax number: 360-380-6991.