



# 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 Grants and Contracts Specialist

**OPEN:** June 12, 2025

**EXEMPT:** Yes

**SALARY:** (9/10) \$26.48-\$34.26/hr. DOE

**SHIFT:** Day

**LOCATION:** Tribal Administration

**DURATION:** Regular Full Time

**CLOSES:** July 14, 2025

**JOB CODE:**

**DIVISION:** LNR Administration

**DEPARTMENT:** Natural Resources

**SUPERVISOR:** LNR Grants Manager

**VACANCIES:** 1

**JOB SUMMARY:** This is a natural resource administration position that serves as administrative support to the LNR Division Managers under the direction of the LNR Grants Manager. Priority division support will be for Salmon Enhancement, Restoration, Stock Assessment, and Harvest Management. Incumbent will coordinate with LNR Division Managers, Contracting and Accounting Departments to administer awarded grant funds, process and manage contracts with subcontractors and grant contracts with funding agencies and ensure for compliant and timely expenditure of grant funds.

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

1. In coordination with LNR Division Managers, Contracts, and Accounting Department, administer grant awards including LIBC budgets, Accufund accounting, invoice submission, contract paperwork and processes, and ensure for accurate and timely expenditure of grant funds. Trouble-shoot payment and invoicing issues.
2. Development and/or maintenance of grant budget tracking workbooks for each Division and provision of regular reports on grant balances and spend down forecasts to Managers and the Director's Office.
3. Coordinate and assemble contracts and contract documents with subcontractors; assist the LNR Managers with advertising and distribution of RFPs/RFQs and contract bid documents.
4. Manage contracts, to include submitting invoices for payment after approval by appropriate manager, tracking invoices by subcontractor, tracking issues relating to payment of invoices.
5. Support the LNR managers with tracking grant budgets and final financial closeout of expiring grants. Prepare journal entries as needed to transfer funds, upload to SharePoint Accounting requests, track progress of requests. Ensure that JEs are entered correctly into the general ledger system.
6. Ensure that billings/drawdowns for grants are completed on a regular basis or as required in grant agreements.
7. Review billings before final submission.

8. Track BIA Funding; assist managers with determining carryover balance.
9. Train managers on budgeting and contracting processes.
10. Perform other duties assigned by the immediate supervisor within the general scope of work described.

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree in public or business administration, accounting, mathematics, finance, or related field; and
  - Four (4) years experience in accounting, bookkeeping, or grants management
  - Two (2) years contracting experience

OR

- Associates Degree in public or business administration, accounting, mathematics, finance, general associates or related field; and
  - Six (6) years experience in accounting, bookkeeping, or grants management
  - Three (3) years contracting 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, computers and relevant software (including accounting, word processing, spreadsheet, and database applications), and customer service principles and practices.
- Demonstrated experience with basic accounting principles and forensic accounting.
- Demonstrated experience in developing budgets
- Excellent oral and written communication skills, cultural sensitivity and awareness, empathy, and cooperative and collaborative problem solving approach.
- 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.
- 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 extensive Criminal Background Check.
- Must pass a skills test using Microsoft Excel.

**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](mailto: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.