



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:** Grants Officer

OPEN: August 11, 2026,
SALARY: (13) \$46.10-\$51.92/hr. DOE
SHIFT: Day
LOCATION: Tribal Administration
DURATION: Regular Full Time

CLOSES: Until Filled 1st Review 8/28/26
DIVISION: OMB
DEPARTMENT: Finance
SUPERVISOR: CFO
VACANCIES: 1

JOB SUMMARY: Under the direct supervision of the Chief Financial Officer (CFO) the Grants Officer will provide support for the technical maintenance of the general ledger including modifications to the chart of accounts. They will supervisor the Grant Specialist/Accountant Staff to ensure fiscal 'budgetary federal/state/interlocal regulations. The Grants Officer will review timelines for grant reports in accordance with LIBC staff as well as the federal/state/interlocal officials. They will assist Senior Finance Staff with ledger characteristics for consistent classification update to the financial system(s).

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

1. Must be familiar with the accounting functions and principles as well as GAAP (generally accepted accounting practices).
2. Will demonstrate exceptional skills in MS Office (Excel. Outlook) & applicable accounting applications.
3. Will exhibit excellent organizational skills and manage & maintain source documentation for procurement and payroll related transactions.
4. Responsible for staying up to date with 2CFR 200 Uniform Guidance & state/interlocal standards as well as LIBC policies to support day to day operations of grant funded programs.
5. Responsible for managing grant agreements outside of the PL-638 that necessitate the management of tribal assets and require tribal council resolution for acceptance.
6. Responsible for reviewing and regularly maintaining the chart of accounts for grants as outlined in the grant's manual.
7. Responsible for regular updates to charge of account database's such as Valid Fund List, SEFA and LIBC grants list as outlined in the grants manual.
8. Responsible for assigning certain grants and/or related responsibilities to individual Grant Specialist's and coordinate their activities related to the grants assigned.
9. Responsible for developing and organizing assigned grant files to outline important functions Of each agreement, make notations of which guidelines are applicable, and identify & allocable budgeted costs.
10. Responsible to review grant budgets and outcomes are in line with LIBC Title 28 standards and/or federal/state/interlocal guidelines. Once grant review is completed the Grants Officer will complete required LIBC/OMB forms for activation review with Senior Finance Staff.

11. Responsible to ensure delegation of authority of each grant funded program and has been properly set up with required signatures as outlined.
12. Acts as Grants Officer liaison and is responsible in developing and managing effective working relationships with LIBC program officials, Senior Finance Staff as well as federal/state/interlocal officials.
13. Responsible to manage timelines and deadlines of invoices and all required reports for each agreement. Those reports will be reviewed monthly with Senior Finance Staff. There will be no overbilling.
14. Responsible for managing all web portals required to access grant funded profiles strictly for reporting purposes. Grant Officer will agree with all terms and conditions outlined under the user profile agreement of each web portal profile.
15. Will oversee the preparation and timely submission of grant application amendments and budget transfers.
16. Will monitor monthly progress & goals throughout the pre-award, post award & closeout process in accordance with delegations and specific terms & conditions as outlined in the agreement. Follows up with program staff& funding agencies as necessary.
17. Responsible to research, investigate, analyze, reconcile, and evaluate data to ensure allowability of ledger transactions. The Grants Officer will adhere to LIBC OMB Procurement Policies.
18. Responsible in ensuring compliance with rules and regulations administered by grantor and A-133 auditors of the general ledger & grant files for each grant funded project. Will provide all required information as requested in a timely manner.
19. Responsible for the review and input of all grant information for the annual A-133 SEFA (Schedule of Expenditures of Federal Awards).
20. Facilitates grant trainings and provides technical assistance to Grants Staff and LIBC program Officials in grant management, compliance, and support.
21. Will participate regularly in scheduled OMB/Finance Staff Meetings.
22. Responsible for evaluating outstanding grant negotiations for proper closure. Follows up with funding agencies as necessary.
23. Responsible for preparing grant and contract files for archiving according to LIBC procedures.
24. Responsible for maintaining confidentiality within and outside of the workplace.
25. Other duties as assigned within scope of work.

MINIMUM QUALIFICATIONS:

- Associate degree in Accounting, Finance, or related field degree; and
- Four (4) years of experience in Accounting or Finance with budgeting and financial process and procedures related to government grants and contracts; and
- Four (4) years of experience with AccuFund or similar accounting software.
- Four (4) years of supervisory experience leading a grant team and employees

OR

- Bachelor's degree in accounting, Finance, or related field degree; and
- Two (2) years of consecutive experience in Accounting or Finance with budgeting and financial process and procedures related to government grants and contracts; and
- Two (2) years of consecutive experience with AccuFund or similar accounting software
- Two (2) years of supervisory experience leading a grant team and employees
- 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:

- Technical Skills: Must have intermediate knowledge and direct experience working with MS Office most notably Microsoft Excel as well as Word, Outlook, and Access. Experience working with accounting systems is imperative.
- Demonstrate proficiency in data analysis and reporting to detail, and the ability to understand & work with budgets.
- Office Skills: Knowledge of filing and good organizational skills. Must have knowledge of general office equipment and procedures. Must display excellent time management and problem solving skills.
- Interdepartmental Communications: Ability to read, comprehend, interpret, and apply federal/state/interlocal regulations and guidelines within the tasks.
- Must be able to explain policies and procedures/rules and regulations in a clear and professional manner.
- Must be able to facilitate meetings and coordinate the work of the Grants Office.
- Must be able to work both independently and as part of a team as well as manage and prioritize projects effectively to meet deadlines.
- Must handle sensitive information discreetly and maintain confidentiality.
- Must be able to travel for work related seminars/workshops.

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.

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.